

**DEPARTMENT OF TOURISM**  
National Capital Region  
Telefax: 8553-3530  
Direct Line: 8553-3531/09202909993  
Email: dotncr.bac@tourism.gov.ph

Date: November 14, 2023

GENTLEMEN:

**REQUEST FOR QUOTATION**

Kindly quote to us your latest price(s) on the following item(s):

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE																																													
		<b>GROUND HANDLING AND TRANSPORT SERVICES (TOUR OPERATOR OR TRAVEL AND TOUR AGENCY)</b>																																														
1 (One)	Lot	<b>PROJECT NAME : ACCOMMODATION CAPACITY SURVEY 2023</b>																																														
		<p><b>I. BRIEF BACKGROUND:</b></p> <p>The Accommodation Capacity Survey (ACS) is one the surveys being conducted by the Office of the Tourism Development Planning, Research and Information Management Division (OTDPRIM) and Regional Offices. It is scheduled every two (2) years.</p> <p>The main objective of this survey is to carry out a comprehensive census of all existing and under-construction accommodation establishments (AEs) across the country. The aim of this initiative is to update the existing ACS database and collect vital information related to the tourism supply, encompassing the total number of establishments, available rooms, and workforce employed within AEs in various destinations.</p>																																														
		<p><b>II. OBJECTIVES:</b></p> <ol style="list-style-type: none"> <li>1. To update the current database using the results of the 2019 Accommodation Capacity Survey;</li> <li>2. To enlighten and capacitate the Local Government Units of the purpose and technique on the collection of the necessary data;</li> <li>3. To submit and the signed and approved updated ACS data base by the 1<sup>st</sup> week of December 2023.</li> </ol>																																														
		<b>III. SCOPE OF WORK / DELIVERABLES</b>																																														
		<p><b>Date of Engagement:</b></p> <p><b>Implementation Date :</b> November 21, 2023 onwards (for 5 days)</p> <p><b>Area :</b> with the LGUs of Metro Manila</p>																																														
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Unit Price</th> <th style="text-align: center;">Computation</th> <th style="text-align: center;">Total Amount</th> <th style="text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td>Staff Meals</td> <td style="text-align: right;">₱ 660.00</td> <td>PhP 660.00 x 5 pax x 5 days</td> <td style="text-align: right;">₱ 16,500.00</td> <td>Regional office staff and enumerators during field survey</td> </tr> <tr> <td>Van Hire</td> <td style="text-align: right;">₱ 9,200.00</td> <td>PhP 9,200.00 x 1 van x 5 days</td> <td style="text-align: right;">₱ 46,000.00</td> <td>Dates to be determined</td> </tr> <tr> <td>Encoders and enumerators</td> <td style="text-align: right;">₱ 610.00</td> <td>PhP 610 x 5 pax x 5 days</td> <td style="text-align: right;">₱ 15,250.00</td> <td>Identified by the Regional Office</td> </tr> <tr> <td>Pull-Up Banners</td> <td style="text-align: right;">₱ 2,500.00</td> <td>Php 2,500 x 21 pcs</td> <td style="text-align: right;">₱ 52,500.00</td> <td>Design/layout to be provided by the Regional Office</td> </tr> <tr> <td>Tension Fabric (8 ft x 7.5 ft)</td> <td style="text-align: right;">₱ 30,000.00</td> <td>PhP 30,000 x 1 pcs</td> <td style="text-align: right;">₱ 30,000.00</td> <td>Design/layout to be provided by the Regional Office</td> </tr> <tr> <td>Tokens</td> <td style="text-align: right;">₱ 1,000.00</td> <td>PhP 1,000 x 40 pcs</td> <td style="text-align: right;">₱ 40,000.00</td> <td>To be determined by the Regional Office</td> </tr> <tr> <td>Printing of survey materials</td> <td style="text-align: right;">₱ 7,000.00</td> <td>PhP 7,000</td> <td style="text-align: right;">₱ 7,000.00</td> <td>Regional Office will provide the documents to be produced</td> </tr> <tr> <td colspan="3"><b>TOTAL</b></td> <td style="text-align: right;"><b>₱207,250.00</b></td> <td></td> </tr> </tbody> </table>	Particulars	Unit Price	Computation	Total Amount	Remarks	Staff Meals	₱ 660.00	PhP 660.00 x 5 pax x 5 days	₱ 16,500.00	Regional office staff and enumerators during field survey	Van Hire	₱ 9,200.00	PhP 9,200.00 x 1 van x 5 days	₱ 46,000.00	Dates to be determined	Encoders and enumerators	₱ 610.00	PhP 610 x 5 pax x 5 days	₱ 15,250.00	Identified by the Regional Office	Pull-Up Banners	₱ 2,500.00	Php 2,500 x 21 pcs	₱ 52,500.00	Design/layout to be provided by the Regional Office	Tension Fabric (8 ft x 7.5 ft)	₱ 30,000.00	PhP 30,000 x 1 pcs	₱ 30,000.00	Design/layout to be provided by the Regional Office	Tokens	₱ 1,000.00	PhP 1,000 x 40 pcs	₱ 40,000.00	To be determined by the Regional Office	Printing of survey materials	₱ 7,000.00	PhP 7,000	₱ 7,000.00	Regional Office will provide the documents to be produced	<b>TOTAL</b>			<b>₱207,250.00</b>		
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		<b>MINIMUM REQUIREMENTS:</b>	
		<ol style="list-style-type: none"> <li>1. Must be accredited by the DOT and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;</li> <li>2. Provision of first aid medical kit for the group;</li> <li>3. Willing to provide services on send-bill arrangement.</li> </ol>	
		<b>Documentary Requirements to be Submitted:</b>	
		<ul style="list-style-type: none"> <li>• Valid Mayor's Business Permit</li> <li>• PHILGEPS Membership</li> <li>• DOT Accreditation Certificate</li> <li>• Original Duly Notarized Omnibus Sworn Statement</li> </ul>	
		<p align="center"><b>Approved Budget for the Contract (ABC):</b>  <b>Php 207,250.00</b>  <b>Pesos : Two Hundred Seven Thousand Two Hundred Fifty Only</b>  <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i>  <b>net upon completion of the project and delivery of all requirements as agreed upon. <i>Government procedure and subject to appropriate government taxes</i></b></p>	
		<b>Contact Persons:</b> <b>COLLINS KARLA E. TELMO - <a href="mailto:cetelmo@tourism.gov.ph">cetelmo@tourism.gov.ph</a></b>	
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:  DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City	
		Note: Deadline of submission is on <b>November 20, 2023 at 8:00am</b>	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you

\_\_\_\_\_  
**PRINT NAME OF DEALER/SUPPLIER**

\_\_\_\_\_  
**ADDRESS OF DEALER/SUPPLIER**

\_\_\_\_\_  
**CONTACT NUMBER(s)**

**TIN:** \_\_\_\_\_

\_\_\_\_\_  
**LANDBANK ACCOUNT NUMBER**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OVER PRINT NAME**