

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

Date: November 15, 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									
		GROUND HANDLING AND TRANSPORT SERVICES										
1 (One)	Lot	PROJECT NAME : NORTH LUZON TRAVEL EXPO 2024										
		<p>I. BRIEF BACKGROUND:</p> <p>The Department of Tourism-National Capital Region has been invited to participate in the 2nd North Luzon Travel Expo slated on November 25-27, 2023 at the CAP Convention Center, Camp John Hay, Baguio City. The three-day event is a tourist expo designed to bring together national tourism players, with an emphasis on exhibiting North Luzon's tourism offerings. It will act as a venue for opportunities, exhibiting the newest products and developments in travel, and encouraging cooperation between tourism stakeholders.</p>										
		<p>II. OBJECTIVES:</p> <p>The activity is seen to achieve the following objectives:</p> <ul style="list-style-type: none"> • To support domestic tourism restart by participating in the travel fair; • To promote Metro Manila and establish new business networks; • To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital; • To familiarize the region's tourism stakeholders with other regional attractions and tour offerings. 										
		III. SCOPE OF WORK / DELIVERABLES										
		<p>Date of Engagement:</p> <p style="padding-left: 20px;">Implementation Date : November 24 – 28, 2023</p> <p style="padding-left: 20px;">Area : Baguio City</p>										
		A. TRANSPORTATION										
		<ul style="list-style-type: none"> ▪ Use of 2 (two) Vans for DOT Regional Staff and invited Metro Manila Stakeholders for the following dates, details, and itinerary: ▪ 2 Van Hire in Manila - DOT Office to Baguio City and Vice versa ▪ November 24, 2023 – DOT Office to Baguio City + Baguio City Transfers ▪ November 25-27, 2023 – Baguio City Transfers (10 hours use per day) ▪ November 28, 2023 – Baguio City Transfers + Baguio City to DOT Office <ul style="list-style-type: none"> • 2 units of air-conditioned van • Inclusive of: Driver, Driver's Meals and Accommodation, Fuel, Parking, Toll Fees, Driver's Fee • Driver must be fully vaccinated • 66,816.00/van x 2 vans = 133,632.00 • - Tolls (NLEX, SCTEX, TPLEX) = 3,294.00 										
		B. Accommodation										
		<ul style="list-style-type: none"> - Standard Hotel/Mabuhay Accommodation - Air conditioned - Breakfast must be included - With internet connection - Accommodation must be 2 - 4km from the exhibition venue - Accommodation must be DOT Accredited <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">For DOT-NCR Staff</td> <td style="width: 40%;">6 DOT-NCR Staff Php 1,800.00/night X 4 nights X 3 rooms</td> <td style="width: 30%; text-align: right;">21,600.00</td> </tr> <tr> <td></td> <td>2 DOT-NCR Staff Php 1,800/night X 1 night X 1 room</td> <td style="text-align: right;">1,800.00</td> </tr> <tr> <td>For invited Tour Operators</td> <td>Php 3,000.00/night X 4 nights X 3 rooms</td> <td style="text-align: right;">36,000.00</td> </tr> </table>	For DOT-NCR Staff	6 DOT-NCR Staff Php 1,800.00/night X 4 nights X 3 rooms	21,600.00		2 DOT-NCR Staff Php 1,800/night X 1 night X 1 room	1,800.00	For invited Tour Operators	Php 3,000.00/night X 4 nights X 3 rooms	36,000.00	
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		C. MEALS											
		<p>STAFF MEALS Meal - Php 540 x 5 days x 6 pax Php 520 x 2 days x 2 pax</p> <p>Total: 18,360.00</p> <p>STAKEHOLDER MEALS Meal – Php 500 x 5 days x 3 pax x 2 meals</p> <p>Total: Php 15,000.00</p> <p>Approved Budget for the Contract (ABC)</p> <table border="1" style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">Breakdown</th> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">136,926.00</td> </tr> <tr> <td>Accommodation</td> <td style="text-align: right;">59,400.00</td> </tr> <tr> <td>Meals</td> <td style="text-align: right;">33,360.00</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: right;">229,686.00</td> </tr> </table>	Breakdown		Transportation	136,926.00	Accommodation	59,400.00	Meals	33,360.00	Total	229,686.00	
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		Minimum requirements of Tour Operator:											
		<p>A. 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;</p> <p>B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;</p> <p>C. Provision of first aid medical kit for the group;</p> <p>D. Willing to provide services on send-bill arrangement.</p>											
		Documentary Requirements to be Submitted:											
		<ul style="list-style-type: none"> • Valid Mayor’s Business Permit • PHILGEPS Membership • DOT Accreditation Certificate • Duly Notarized Omnibus Sworn Statement • Annual Business/Income Tax Return 											
		<p>Approved Budget for the Contract (ABC): Php 229,686.00 Pesos : Two Hundred Twenty-Nine Thousand Six Hundred Eighty-Six Only <small>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</small></p>											
		<p>Contact Persons: MS MAY M. RAMOS - mmramos@tourism.gov.ph MS. JENNY ANNE PAUL D. GATUS - jdgatus@tourism.gov.ph</p>											
		<p>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:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>											
		Note: Deadline of submission is on November 20, 2023 at 8:00am											

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