

Date: November 30, 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>AIR AND GROUND HANDLING SERVICES (TOUR OPERATOR)</b>													
1 (One)	Lot	<b>PROJECT NAME : PHILIPPINE CREATIVE TOURISM CONGRESS</b>													
		<p><b>BRIEF BACKGROUND:</b></p> <p>The Department of Tourism - National Capital Region is set to participate in the forthcoming Philippine Creative Tourism Congress scheduled on 6-8 December 2023 at the City of Bacolod, Negros Occidental.</p>													
		<p><b>OBJECTIVES:</b></p> <p>The activity is seen to achieve the following objectives:</p> <ul style="list-style-type: none"> <li>• To understand how the Creative Tourism Industry is positioned at the present and how the role of the national and local government can play its role to ensure success and fruition of the said industry;</li> <li>• To equip the National Capital Region Office and its stakeholders necessary knowledge that will help in the development and promotion of the Capital's creative tourism industry; and</li> <li>• To establish the ground zero of the National Capital Region in terms of its current assets in the said field, identification of potential destinations/activities in the region, and harnessing the current condition of the field in Metro Manila.</li> </ul>													
		<b>SPECIFICATIONS / SCOPE OF WORK</b>													
		<p><b>Date of Engagement:</b></p> <p><b>Implementation Date : December 5-9, 2023</b></p> <p><b>Area : Bacolod City, Negros Occidental</b></p>													
		<b>A. Air Travel for DOT-NCR Staff and Stakeholders</b>													
		<p>Air travel for the following dates and details: * group booking shall not be made and individual booking must be done for easier rebooking should the need arise*</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Date</th> <th style="text-align: center;">Cost per way</th> <th style="text-align: center;">Baggage Allowance</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">December 5, 2023</td> <td>Manila-Bacolod (December 5, 2023) Php 5,646.00 + 40% (2,258.40)</td> <td>7 kgs hand carry and 20 kgs check-in luggage allowance</td> <td>7,904.40 x 4 pax  = 31,617.60</td> </tr> <tr> <td style="text-align: center;">December 9, 2023</td> <td>Bacolod-Manila (December 9, 2023) Php 5,331.00 + 40% (2,132.40)</td> <td>7 kgs hand carry and 20 kgs check-in luggage allowance</td> <td>7,463.40 x 4 pax  = 29,853.20</td> </tr> </tbody> </table>	Date	Cost per way	Baggage Allowance	Total	December 5, 2023	Manila-Bacolod (December 5, 2023) Php 5,646.00 + 40% (2,258.40)	7 kgs hand carry and 20 kgs check-in luggage allowance	7,904.40 x 4 pax  = 31,617.60	December 9, 2023	Bacolod-Manila (December 9, 2023) Php 5,331.00 + 40% (2,132.40)	7 kgs hand carry and 20 kgs check-in luggage allowance	7,463.40 x 4 pax  = 29,853.20	
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		<b>C Hotel Accommodation</b>													
		<ul style="list-style-type: none"> <li>- Standard Hotel</li> <li>- Air conditioned</li> <li>- Breakfast must be included</li> <li>- With internet connection</li> </ul>													

		- Hotel must be DOT Accredited															
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		<b>D Transportation</b>															
		<p>Bacolod City: Use of 1 (one) Van for DOT Regional Staff and Stakeholders for the following dates, details, and itinerary:</p> <ul style="list-style-type: none"> <li>- 10 hours use of van per day for 5 days</li> <li>- 1 unit of air-conditioned van</li> <li>- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee</li> <li>- Driver must be fully vaccinated</li> <li>- 5,000/day x 5 days = 25,000.00</li> </ul> <table border="1"> <thead> <tr> <th>DATE</th> <th></th> </tr> </thead> <tbody> <tr> <td>5 - 9 December 2023</td> <td>1 Service Vehicle for DOT Regional Staff and Stakeholders (Includes service from Airport to billeting hotel in Bacolod City, service within Bacolod City, and to and from the Airport)</td> </tr> </tbody> </table> <p><b>Breakdown</b></p> <table border="1"> <tbody> <tr> <td><b>Air Transport</b></td> <td><b>61,471.20</b></td> </tr> <tr> <td><b>Meals</b></td> <td><b>6,360.00</b></td> </tr> <tr> <td><b>Accommodation</b></td> <td><b>19,200.00</b></td> </tr> <tr> <td><b>Van Hire</b></td> <td><b>25,000.00</b></td> </tr> <tr> <td><b>Total</b></td> <td><b>112,031.20</b></td> </tr> </tbody> </table>	DATE		5 - 9 December 2023	1 Service Vehicle for DOT Regional Staff and Stakeholders (Includes service from Airport to billeting hotel in Bacolod City, service within Bacolod City, and to and from the Airport)	<b>Air Transport</b>	<b>61,471.20</b>	<b>Meals</b>	<b>6,360.00</b>	<b>Accommodation</b>	<b>19,200.00</b>	<b>Van Hire</b>	<b>25,000.00</b>	<b>Total</b>	<b>112,031.20</b>	
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		<p><b>Minimum requirements of Tour Operator:</b></p> <ul style="list-style-type: none"> <li>A. Must be accredited by the Department of Tourism;</li> <li>B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;</li> <li>C. Willing to provide services on send-bill arrangement.</li> </ul>															
		<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 112, 031.20</b> <b>Pesos : One Hundred Twelve Thousand Thirty One and 20/100 Only</b> <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><b>Contact Persons:</b> <b>Mr. MR. KENNETH BRIAN E. QUIAMBAO - <a href="mailto:kequiambao@tourism.gov.ph">kequiambao@tourism.gov.ph</a></b></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 <b>December 04, 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**