

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

Date: July 10, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE																												
		AIR, GROUND HANDLING AND TRANSPORT SERVICES																													
1 (One)	Lot	PROJECT NAME : 2ND CENTRAL PHILIPPINES TRAVEL EXPO																													
		<p>I. BRIEF BACKGROUND :</p> <p>After the successful conduct of the 1st Central Philippines Tourism Expo last June 16-18, 2023, at the Iloilo Convention Center (ICON), Iloilo City, The Department of Tourism - National Capital Region is set to participate in the 2nd edition of the Central Philippines Tourism Expo (CPTEx) with the theme "The Center for Philippine Tourism Sustainability and Conservation" on July 18-24, 2024 at SM Puerto Princesa City, Palawan. Organized by the CALARBAZON, MIMAROPA, Bicol, Western, Central, and Eastern Visayas Regions, the CPTEx gathers the regions together to showcase the rich culture, natural wonders, and tourism assts through the 3-day travel trade exposition. The DOT MIMAROPA, as the host region, has prepared pockets of activities as part of the event.</p>																													
		<p>II. OBJECTIVES:</p> <ol style="list-style-type: none"> 1. To support domestic tourism recovery by participating in the travel fair 2. To promote Metro Manila and establish new business networks 3. To advertise and boost the recently launched Hop-On Hop-Off Travel by the Hubs Project of the DOT-NCR 4. To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital. 																													
		III. SCOPE OF WORK / SPECIFICATIONS :																													
		<p>Date of Engagement:</p> <p style="margin-left: 20px;">Implementation Date : July 18-24, 2024</p> <p style="margin-left: 20px;">Area : Puerto Princesa City, Palawan</p>																													
		<p>A. Air Travel for DOT-NCR Staff</p> <p>Air travel for the following dates and details:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 30%;">Cost per way</th> <th style="width: 30%;">Baggage Allowance</th> <th style="width: 25%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">July 18, 2024</td> <td>MNL –PPS (With 20kg Check in baggage)</td> <td>Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax</td> <td style="text-align: right;">19,241.60</td> </tr> <tr> <td style="text-align: center;">July 19, 2024</td> <td>MNL –PPS (With 20kg Check in baggage)</td> <td>Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax</td> <td style="text-align: right;">19,241.60</td> </tr> <tr> <td style="text-align: center;">July 22, 2024</td> <td>PPS-MNL (With 20kg Check in baggage)</td> <td>Php 7592+ 40% surcharge (Php 3,3036.80) x 3 pax</td> <td style="text-align: right;">31,886.40</td> </tr> <tr> <td style="text-align: center;">July 25, 2024</td> <td>PPS-MNL (With 20kg Check in baggage)</td> <td>Php 7592 + 40% surcharge (Php 3,3036.80) x 1 pax</td> <td style="text-align: right;">10,628.80</td> </tr> <tr> <td></td> <td>Prepaid check-in baggage (Additional 40 kg check-in)</td> <td>2 way x Php 1700/way x 3 pax</td> <td style="text-align: right;">10,200.00</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">Subtotal: 91,198.40</td> </tr> </tbody> </table>	Date	Cost per way	Baggage Allowance	Total	July 18, 2024	MNL –PPS (With 20kg Check in baggage)	Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax	19,241.60	July 19, 2024	MNL –PPS (With 20kg Check in baggage)	Php 6,872 + 40% surcharge (Php 2,748.80) x 2 pax	19,241.60	July 22, 2024	PPS-MNL (With 20kg Check in baggage)	Php 7592+ 40% surcharge (Php 3,3036.80) x 3 pax	31,886.40	July 25, 2024	PPS-MNL (With 20kg Check in baggage)	Php 7592 + 40% surcharge (Php 3,3036.80) x 1 pax	10,628.80		Prepaid check-in baggage (Additional 40 kg check-in)	2 way x Php 1700/way x 3 pax	10,200.00				Subtotal: 91,198.40	
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		B. MEALS																													

	Meal Requirements	Amount
DOT NCR Staff Meals	5 days X 2 pax X 3 meals	Php 30,780.00
	4 days X 2 pax X 3 meals	
Meals for Stakeholders	5 days x 2 pax x 3 meals	
	4 days x 2 pax x 3 meals	

C. Hotel Accommodation

- Standard Hotel
- Air conditioned
- Breakfast must be included
- With internet connection
- Hotel must be 2 km within the CPTEX event at SM Puerto Princesa City, Palawan
- Hotel must be DOT Accredited

Room Requirements	Number of Rooms	Amount
2 DOT-NCR Regional Staff (Twin-sharing) (5 nights, July 18 – 22, 2023)	5 Nights x 1 room	Php 79,398.00
2 DOT-NCR Assistant Regional Director and Staff (Twin-sharing) (4 nights, July 19 – 22, 2023)	5 Nights x 1 room	
2 Regional Stakeholders (Twin-sharing) (5 nights, June 18 – 22, 2023)	5 Nights x 1 room	
2 Tour Operators (Twin-sharing) (4 nights, June 19 – 22, 2023)	4 Nights x 1 room	

D. Transportation

Puerto Princesa City, Palawan
Use of 1 (one) Van for DOT Regional Staff for the following dates, details, and itinerary:

- 12 hours use of van per day for 4 days
- 1 unit of air-conditioned van
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- **8,500/day x 5 days = 34,000.00**

DATE	
18,19,21,22 July 2024	- 1 Service Vehicle for DOT Regional Staff (For Ingress, Egress, and Airport Transfers)

Breakdown

<i>Air Transport</i>	<i>91,198.40</i>
<i>Meals</i>	<i>30,780.00</i>
<i>Accommodation</i>	<i>79,398.00</i>
<i>Van Hire</i>	<i>34,000.00</i>
Total	₱235,376.40

Minimum requirements of Tour Operator:

- A. Must be accredited by the Department of Tourism;
- B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
- C. Provision of first aid medical kit for the group;
- D. Willing to provide services on send-bill arrangement.

Documentary Requirements to be Submitted:

1. Mayor's Business Permit
2. PHILGEPS Registration Number
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

		<p align="center">Approved Budget for the Contract (ABC): Php 235,376.40 Pesos : Two Hundred Thirty-Five Thousand Three Hundred Seventy-Six 40/100 Only</p> <p align="center"><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. COLLINS KARLA E TELMO - cetelmo@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 7840 Makati Avenue, Poblacion, Makati City</p>	
		<p>Note: Deadline of submission is on July 15, 2024 at 8:00am</p>	

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)

Email Address

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME