

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

Date: June 15, 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 TRANSPORT SERVICES																	
1 (One)	Lot	PROJECT NAME : DOT-NCR' PARTICIPATION TO THE 1st UN TOURISM GASTRONOMY TOURISM FORUM																	
		<p>I. BRIEF BACKGROUND:</p> <p>The Philippines was announced as the host country to conduct the 36th Joint Commission Meeting for East Asia and the Pacific and the Commission for South East Asia. Alongside the hosting, the country will also be leading the 1st UN Tourism Regional Forum on Gastronomy Tourism for Asia Pacific, which is scheduled on June 26 to 28, 2024 and will take place at Mactan, Lapu-Lapu City in the Province of Cebu.</p>																	
		<p>II. OBJECTIVES:</p> <p>The activity is seen to achieve the following objectives:</p> <ul style="list-style-type: none"> • To promote gastronomic treasures of Metro Manila to local and international delegates of the UN Tourism Forum; • Support the preservation of the country's cultural, heritage and artistic resources and assets; • To familiarize the region's tourism stakeholders with our regional products. 																	
		<p>III. SCOPE OF WORK / SPECIFICATIONS :</p>																	
		<p>Date of Engagement :</p> <p style="padding-left: 20px;">Implementation Date : June 25-29, 2024</p> <p style="padding-left: 20px;">Area : Cebu City</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: 20%;">Date</th> <th style="width: 30%;">Cost per way</th> <th style="width: 20%;">Baggage Allowance</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">June 25, 2024</td> <td>MNL – CEB Php 6,111/way + 40% surcharge (2,444.0) x 3 pax (8,555.40)</td> <td>7 kgs hand carry and 20 kgs check-in luggage allowance</td> <td style="text-align: right;">Php 25,666.20</td> </tr> <tr> <td style="text-align: center;">June 29, 2024</td> <td>CEB – MNL Php 6,629/way + 40% surcharge (2,651.60) x 3 pax (9,280.60)</td> <td>7 kgs hand carry and 20 kgs check-in luggage allowance</td> <td style="text-align: right;">Php 27,841.80</td> </tr> <tr> <td>Prepaid check-in baggage for Regional Staff (30kgs on top of 20kg free baggage allowance)</td> <td>1,200/way x 2-way x 2 pax</td> <td>Additional 30kg check-in</td> <td style="text-align: right;">Php 4,800.00</td> </tr> </tbody> </table>	Date	Cost per way	Baggage Allowance	Total	June 25, 2024	MNL – CEB Php 6,111/way + 40% surcharge (2,444.0) x 3 pax (8,555.40)	7 kgs hand carry and 20 kgs check-in luggage allowance	Php 25,666.20	June 29, 2024	CEB – MNL Php 6,629/way + 40% surcharge (2,651.60) x 3 pax (9,280.60)	7 kgs hand carry and 20 kgs check-in luggage allowance	Php 27,841.80	Prepaid check-in baggage for Regional Staff (30kgs on top of 20kg free baggage allowance)	1,200/way x 2-way x 2 pax	Additional 30kg check-in	Php 4,800.00	
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		<p>B. Transportation</p> <p>Van Hire for 10 Hours – Tri-City: Mandaue City, Lapu-Lapu City, Cebu City and Mactan-Cebu Int'l Airport - June 25, 26, and 29, 2024 - 10 hours use of van per day for 3 days - 1 unit of air-conditioned van - Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee - Driver must be fully vaccinated - 6,000.00/day x 3 days = 18,000.00</p>																	

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		Minimum requirements of Tour Operator:							
		A. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable; B. Third party airline must be weighing baggage by its total luggage allowance and not by piece; C. Provision of first aid medical kit for the group; D. Willing to provide services on send-bill arrangement.							
		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 							
		<p style="text-align: center;">Approved Budget for the Contract (ABC): Php 76,308.00 Pesos : Seventy Six Thousand Three Hundred Eight Only <i>* 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.</i> <i>Government procedure and subject to appropriate government taxes</i></p>							
		Contact Persons: MS. COLLINS KARLA E TELMO - cetelmo@tourism.gov.ph MS. JENNY ANNE PAUL D. GATUS - jdgatus@tourism.gov.ph							
		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 June 19, 2024 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