

Date: September 27, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE												
		AIR, GROUND HANDLING SERVICES													
1 (One)	Lot	PROJECT NAME: DOT-NCR's PARTICIPATION TO 25th ASSOCIATION OF TOURISM OFFICERS OF THE PHILIPPINES (ATOP) NATIONAL CONVENTION CUM SILVER ANNIVERSARY CELEBRATION AND ATOP PEARL AWARDS AND HOSTING OF STAKEHOLDERS' COORDINATION MEETING REGARDING TRANSIT TOURS AND OTHER DIGITALIZATION INITIATIVES OF DOT-NCR													
		<p>I. BRIEF BACKGROUND:</p> <p>The Association of Tourism Officers of the Philippines, Inc. (ATOP) will hold its annual National Convention which is considered to be a highly anticipated and prestigious event in the field of tourism industry and is participated by tourism officers, professionals, and stakeholders from various country. The convention is geared for the participants to cultivate collaboration, exchange of ideas and best practices, as well as create meaningful contributions to the overall development of the Philippines tourism industry.</p>													
		<p>II. OBJECTIVES:</p> <ol style="list-style-type: none"> 1. To extend support to the Association of Tourism Officers of the Philippines, especially the participating tourism officers (delegates) of the National Capital Region; 2. To show support to the Cities of Manila, Quezon City, Las Piñas, Parañaque, and San Juan as they vie for the ATOP Pearl Awards; 3. To gather insights and support for the upcoming implementation of DOT-NCR's Transit Tours and other digitalization initiatives to ensure that these programs are aligned with the needs of the LGUs and foster collaboration for effective implementation; and 4. To network and develop alliances and tourism partnerships with different regions/provinces or cities relative to positioning Metro Manila as one of the key destinations in the Philippines 													
		III. SCOPE OF WORK / SPECIFICATIONS													
		<p>Date of Engagement: Implementation Date : October 09 to 12, 2024 Area : Koronadal City, South Cotabato</p>													
		<p>A. Roundtrip Airfare</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Route</th> <th style="text-align: center;">Flight Details</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Manila to General Santos City</td> <td style="text-align: center;">MNL to GES October 09, 2024 ETD: 13:30H / ETA: 15:30H</td> <td style="text-align: center;">Php18,633.90 per pax x 5 pax = <i>Php90,919.50</i></td> </tr> <tr> <td style="text-align: center;">General Santos City to Manila</td> <td style="text-align: center;">GES to MNL October 12, 2024 ETD: 17:10H / ETA: 19:15H</td> <td></td> </tr> <tr> <td colspan="2"> <p>Inclusions</p> <ul style="list-style-type: none"> • 1 piece checked-in baggage per pax (20 kgs per piece) • 1-piece hand carry baggage per pax (7 kgs) • Ticket is re-bookable, re-routable, and refundable • Rebooking fee must be included in the total airfare • With pre-select seats </td> <td></td> </tr> </tbody> </table>	Route	Flight Details	Amount	Manila to General Santos City	MNL to GES October 09, 2024 ETD: 13:30H / ETA: 15:30H	Php18,633.90 per pax x 5 pax = <i>Php90,919.50</i>	General Santos City to Manila	GES to MNL October 12, 2024 ETD: 17:10H / ETA: 19:15H		<p>Inclusions</p> <ul style="list-style-type: none"> • 1 piece checked-in baggage per pax (20 kgs per piece) • 1-piece hand carry baggage per pax (7 kgs) • Ticket is re-bookable, re-routable, and refundable • Rebooking fee must be included in the total airfare • With pre-select seats 			
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Name of Passengers	Birthdate
1. SHARLENE ZABALA-BATIN <i>**window and row exit seat</i>	March 28, 1976
2. IVANNOVICH T. AGOTE	
3. GREGORIO G. LIMPIN IV	
4. OLIVIA NICOLE C. MANITI	September 16, 1996
5. ADRIAN D. MORENO	

B. Hotel Accommodation

Hotel Accommodation	Inclusions	Amount
For DOT-NCR Staff	<ul style="list-style-type: none"> Standard Hotel Air conditioned With internet connection Hotel must be DOT Accredited Hotel must be within 5 kilometers from the venue – The Farm at Carpenter Hill 	Php750 per pax x night x 5 pax x 3 nights Check in: October 09, 2024 Check out: October 12, 2024 = <i>Php11,250.00</i>

c. Meals

Meal	Breakdown	Amount
For DOT-NCR Staff	Php450/pax x 5 Pax x 4 days	<i>Php9,000.00</i>

D. Van Hire

Van Hire	Breakdown	Amount
For DOT-NCR Staff	Php4,500 per way x 2 way October 09, 2024 GES Airport to Koronadal City October 12, 2024 Koronadal City to GES Airport	<i>Php9,000.00</i>

II. Minimum Requirements of Tour Operator:

- Must allow flexible rebooking dates for airfare accommodation with minimal fees, if applicable;
- Provision of first aid medical kit for the group; and
- Willing to provide services on send-bill arrangement.

LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS

- PHILGEP's Registration;
- Must submit current Mayor's Permit;
- Omnibus Sworn Statement
- DOT Accreditation Certificate

APPROVED BUDGET FOR THE CONTRACT (ABC)

(₱120,169.50)

PESOS : One Hundred Twenty Thousand One Hundred Sixty-Nine and 50/100 Pesos Only

** 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.*

		Contact Persons: OLIVIA NICOLE C. MANITI - dotncr2@tourism.gov.ph ADRIAN D. MORENO - admoreno@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 7840 Raya Regenerative Bldg., Makati Avenue, Makati City	
		Note: Deadline of submission is on October 03, 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)

Email ADDRESS

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME