

Date: October 28, 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
		GROUND HANDLING AND TICKETING SERVICES	
1 (One)	Lot	PROJECT NAME : SPONSORSHIP OF SEATRADE CRUISE (STC) ASIA 2024 (FAMILIARIZATION TOUR FOR CRUISE EXECUTIVES)	
		<p>I. BRIEF BACKGROUND :</p> <p>Seatrade Cruise (STC) Asia is a must-attend for the global cruise industry, as it is the leading cruise event focusing on the potential of Asia as a destination and as a market. The event brings together key stakeholders from the cruise community to learn, network and do business in this thriving region. With many of the regional industry’s key players attending, STC Asia provides an unrivalled platform for meaningful networking opportunities. The event is attended by over 40+ cruise industry figures, key decision makers, and purchasers, and is attended by cruise stakeholders ranging from itinerary planners, port agents, excursion handlers, government agencies and cruise associations. The event will feature a 2-day conference session, networking opportunities, and familiarization trips for select cruise line executives. The 2024 edition of the event will be held from November 12 to 13, 2024 at the Shangri-la The Fort, Bonifacio Global City, Taguig.</p> <p>In line with this, the Department of Tourism (DOT) has been tapped by the official event organizer to sponsor the cloth leis to be use on November 09-10, accommodation for DOT Secretariat on November 10-14, and accommodation and domestic airline roundtrip ticket for 20 Cruise Line Executives on November 14 – 16, 2024.</p>	
		<p>II. OBJECTIVES</p> <p>Through the sponsorship for STC 2024, the DOT aims to achieve the following:</p> <ul style="list-style-type: none"> • To maintain an aggressive presence and reinforce destination recall of the Philippines in the global cruise industry; • To showcase the Philippines as unique and cruise-friendly destination to Cruise Line Executives and Industry Leaders, and strengthen the attractiveness for cruises to call to the country; • To liaise with deployment managers of cruise line companies that are scheduled to call in the Philippines to address all their operational concerns, provide institutional support needed and ensure that all the scheduled calls will materialize; and • To eventually lead to increased foreign tourist arrivals and contribute to the Department’s target arrivals for 2024. 	
		<p>III. SCOPE OF WORK / SPECIFICATIONS :</p> <p>Date of Engagement:</p> <p style="padding-left: 40px;">Implementation Date : November 09 – 10, 2024 (Cloth Leis) November 12 or 13, 2024 (Bus) November 11-14, 2024 (Van) November 14 – 16, 2024 (Familiarization Tour)</p> <p style="padding-left: 40px;">Area : Coron & Puerto Princesa Palawan, Bohol or Cebu, Ilocos</p>	

COMPONENTS:

A. Accommodation for Familiarization Trip on November 14 – 16, 2024

** Provision of single-occupancy hotel accommodation with daily breakfast for all non-DOT participants in a 3-star rated hotel*

**Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing*

** Subject to final approval of OPMD or notional destination*

a. Coron, Palawan

Check-in	Check-out	Location	Hotel	Room Type	Number of rooms
November 14, 2024	November 16, 2024	Coron, Palawan	At least 3-star DOT-accredited property or similar	Single-Occupancy Rooms	5 rooms

b. Puerto Princesa, Palawan

Check-in	Check-out	Location	Hotel	Room Type	Number of rooms
November 14, 2024	November 16, 2024	Puerto Princesa, Palawan	At least 3-star DOT-accredited property or similar	Single-Occupancy Rooms	5 rooms

c. Bohol

Check-in	Check-out	Location	Hotel	Room Type	Number of rooms
November 14, 2024	November 16, 2024	Bohol	At least 3-star DOT-accredited property or similar	Single-Occupancy Rooms	5 rooms

d. Cebu

Check-in	Check-out	Location	Hotel	Room Type	Number of rooms
November 14, 2024	November 16, 2024	Cebu	At least 3-star DOT-accredited property or similar	Single-Occupancy Rooms	5 rooms

e. Ilocos

Check-in	Check-out	Location	Hotel	Room Type	Number of rooms
November 14, 2024	November 16, 2024	Ilocos	At least 3-star DOT-accredited property or similar	Single-Occupancy Rooms	5 rooms

Budget for Accommodation: PHP 222,509.21

B. Domestic Airfare Roundtrip Ticket for Familiarization Trip on November 14 - 16, 2024

**Destination subject for final approval of OPMD or notional destination*

a. Coron, Palawan

Date	Cost Per Way	Baggage Allowance	Total
November 14, 2024	MNL - USU (With 10kg Check In Bagage)	PHP 7,447.00 + 40% surcharge (PHP 2,978.80) x 5 pax	PHP 52,129.00
November 16, 2024	USU - MNL (With 10kg Check In Bagage)	PHP 9,606.00 + 40% surcharge (PHP 3,842.40) x 5 pax	PHP 67,242.00
Total			PHP 119,371

b. Puerto Princesa, Palawan

Date	Cost Per Way	Baggage Allowance	Total
November 14, 2024	MNL - PPS (With 10kg Check In Bagage)	PHP 9,281.00 + 40% surcharge (PHP 3,712.40) x 5 pax	PHP 64,967.00
November 16, 2024	PPS - MNL (With 10kg Check In Bagage)	PHP 3,723.00 + 40% surcharge (PHP 1,489.20) x 5 pax	PHP 26,061.00
Total			PHP 91,028.00

c. Bohol

Date	Cost Per Way	Baggage Allowance	Total
November 14, 2024	MNL - TAG (With 10kg Check In Bagage)	PHP 3,555.00 + 40% surcharge (PHP 1,422.00) x 5 pax	PHP 24,885.00
November 16, 2024	TAG - MNL (With 10kg Check In Bagage)	PHP 2,941.00 + 40% surcharge (PHP 1,176.40) x 5 pax	PHP 20,587.00
Total			PHP 45,472.00

d. Cebu

Date	Cost Per Way	Baggage Allowance	Total
November 14, 2024	MNL - CEB (With 10kg Check In Bagage)	PHP 7,202.00 + 40% surcharge (PHP 2,880.80) x 5 pax	PHP 50,414.00
November 16, 2024	TAG - MNL (With 10kg Check In Bagage)	PHP 6,380.00 + 40% surcharge (PHP 2,522.00) x 5 pax	PHP 44,510.00
Total			PHP 94,924.00

e. Ilocos

Date	Cost Per Way	Baggage Allowance	Total
November 14, 2024	MNL - LAO (With 10kg Check In Bagage)	PHP 3,900.00 + 40% surcharge (PHP 1,560.00) x 5 pax	PHP 27,300.00

November 16, 2024	LAO – MNL (With 10kg Check In Bagage)	PHP 7,760.00 + 40% surcharge (PHP 3,104.00) x 5 pax	PHP 54,320.00
Total			PHP 81,620.00

Budget for Domestic Airfare Roundtrip Ticket: PHP 432,415.00

C. Welcome Cloth Leis to be used on November 09 – 10, 2024

Date of Delivery	Cost Per Piece	Description	Total
November 07, 2024	Php 250.00/pc x 500pcs	<ul style="list-style-type: none"> Authentic Welcome Lei Color: Assorted Batik Imported fabric but locally made in Davao 	PHP 125,000.00
Total			PHP 125,000.00

D. Accommodation for DOT Secretariat for November 10 – 14, 2024

**Accommodation based on E.O. 77 for DOT representatives; with DOT accreditation within the vicinity of the private sector participants' accommodation*

Check-in	Check-out	Location	Room Type	Number of rooms
November 10, 2024	November 14, 2024	Preferably within the vicinity of the VIP's accommodation	Twin-sharing room	5 room (2 pax)

*Budget: PHP 55,000.00

Minimum requirements of Tour Operator:

- Must have handled DOT domestic and international tour groups within the last 4 years;
- Ground arrangement (inclusive of single-occupancy accommodation and airfare roundtrip ticket);
- Provision of group travel insurance for each participant in case of emergency, trip cancellation or emergency trip termination;
- Must be capable of advancing hospital bills of injured participant (if any) whenever required and within the prescribed insurance provisions;
- Must allow flexible rebooking dates for air tickets and accommodation with minimal fees, if applicable;
- Must be willing to provide services on a send-bill arrangement.

Documentary Requirements to be Submitted:

- Mayor's Business Permit
- PHILGEPS Registration Number
- Omnibus Sworn Statement
- DOT Accreditation Certificate
- Income/Business Tax Return

		Approved Budget for the Contract (ABC): Php 724,924.21 Pesos : Seven Hundred Twenty-Four Thousand Nine Hundred Twenty-Four and 21/100 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>	
		Contact Persons: Ms. MAY M. RAMOS - mmramos@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 Makati Avenue, Poblacion, Makati City	
		Note: Deadline of submission is on November 04 , 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