

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

Date: March 4, 2025

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		TOUR OPERATOR (GROUND HANDLING SERVICES)	
1 (ONE)	LOT	PROJECT NAME : DOT-NCR'S PARTICIPATION TO THE BIYAYA SUSTAINABLE LIVING FESTIVAL 2025	
		I. BRIEF BACKGROUND : The Philippines' potential as a coffee travel destination has always been increasing due to its distinctive coffee varieties, rich cultural legacy, and stunning scenery. Different Arabica and Robusta beans are produced in areas like Benguet and Sagada. Coffee enthusiasts explore traditional farming methods, engage with local farmers, and experience the charm of rural communities. These locally produced beans makes it way to local and artisan coffee shops in Metro Manila. Coffee Strips in the capital can be seen on Salcedo, Legazpi, and Poblacion in Makati and Kapitolyo in Pasig City.	
		II. OBJECTIVES / GOALS : <ul style="list-style-type: none">To highlight various flavors of Filipino coffee, supporting local economies, and encouraging sustainable practices;Establish Manila/The Philippines as the MICE destination for Local and International Coffee Festivals.	
		III. SCOPE OF SERVICES / SPECIFICATIONS :	
		Date of Engagement: March 14 - 16, 2025	
		HOHO Curated Tours (Manila- Pasay-Parañaque Route) For 75 pax (Local Weavers, Farmers, BIYAYA Secretariat, DOT NCR Secretariat) March 15, 2025 <ul style="list-style-type: none">To provide a Hop-On Hop Off Tour day pass;To provide a DOT Accredited Tour guides;To provide light AM and PM snacks and bottled water;To provide lunch in a restaurant for the participants of the tour; andTo include all payments of entrances,To include insurance;To include coordinators for the tour;To include small token to the participants;To submit a documentation report after the implementation. TOUR ITINERARY <ul style="list-style-type: none">Pick up at accommodation in Pasay or Parañaque CityRizal ParkNational Museum of the PhilippinesAttractions in IntramurosRolling Tour at Entertainment City, Parañaque City <i>(Final itinerary will be for approval of the project officer)</i>	

		MINIMUM REQUIREMENTS :	
		A. Must have certificate of onboarding from Project Integrator of Hop on Hop off 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:	
		<ul style="list-style-type: none">• Valid Mayor’s Business Permit• DOT Accreditation• Omnibus Sworn Statement• PHILGEPS Membership	
		<p style="text-align: center;">Approved Budget for the Contract (ABC): Php 358,950.00 Pesos : Three Hundred Fity Eight Thousand Nine Hundred Fifty Only <small><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></small> <small><i>Government procedure and subject to appropriate government taxes</i></small></p>	
		Contact Persons: Collins Karla E. Telmo - cetelmo@tourism.gov.ph Jenny Anne Paul D. Gatus - jdgatus@tourism.gov.ph	
		<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>	
		Note: Deadline of submission is on March 10, 2025	

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: _____

Email Address

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME