

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

Date: December 19, 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
		Roundtrip Airline Ticket (Tour Operator)	
1 (One)	Lot	PROJECT NAME : Mutual Promotions With Tokyo, Japan Under The Council For Promotions Of Tourism In Asia	
		I. BRIEF BACKGROUND : The DOT-NCR Regional Office needs a Tour Operator or Travel and Tour Agency to provide roundtrip airline ticket io inspect and visit the Philippine promotional materials in Tokyo, Japan, and attend a courtesy call with the Director General of the Bureau of Industrial and Labor Affairs of the Tokyo Metropolitan Government regarding the mutual promotion of Metro Manila and Tokyo, Japan, under the Council for the Promotion of Tourism in Asia	
		II. OBJECTIVES: <ul style="list-style-type: none">To continue established strategic relationship with the Tokyo Metropolitan Government.To provide relevant tourism information, take advantage of the exposure of the Metro Manila and build linkages with our neighboring Asian country in the promotion of Tourism.To provide a platform for the DOT-NCR to meet face-to-face and create a mutually beneficial business relationship and network and generate leads.	
		III. SCOPE OF WORK / SPECIFICATIONS :	
		Date of Engagement: Implementation Date : January 3-5, 2025 Area : Tokyo, Japan Passengers: 1. Sharlene Zabala- Batin 2. Gleisa Marie G. Biscocho Departure: January 3, 2025 (morning flight) Return: January 5, 2025 (evening flight) With at least two (2) 20kgs baggage allowance per pax Inclusive of Travel Insurance and Travel Tax Rebookable and amenable to book the air tickets on 27 December 2024	
		Minimum Requirements:	
		A. Must be engaged in the business as a travel and tour operator for at least two (2) years from the date of the opening of bids with experience and expertise in outbound (foreign) travel. B. 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	

		<div>Approved Budget for the Contract (ABC): Php 192,078.42</div> <div>Pesos : - One Hundred Ninety-Two Thousand Seventy-Eight Pesos and 42/100 only <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i>net upon completion of the project and delivery of all requirements as agreed upon. <i>Government procedure and subject to appropriate government taxes</i></div>	
		<div>Contact Persons:</div> <div>GLEISA MARIE G. BISCOCHO- ggbiscocho@tourism.gov.ph</div>	
		<div>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:</div> <div>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 7840 Makati Avenue, Poblacion, Makati City</div>	
		<div>Note: Deadline of submission is on December 23, 2024 at 8:00am</div>	

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