

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

Date: April 23, 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 : PROCUREMENT OF HOSTING OF THE HOP ON, HOP OFF (HOHO) CULTURAL TOUR FOR SOMY AND SOMY+3 DELEGATES	
		I. BRIEF BACKGROUND : The Department of Tourism–National Capital Region (DOT–NCR) has received a formal request from the National Youth Commission (NYC) to organize a curated Hop On, Hop Off (HOHO) Cultural Tour for delegates of the Senior Officials’ Meeting on Youth (SOMY) and SOMY Plus 3, which will take place in Metro Manila from April 27 to 30, 2025. This tour initiative is set in conjunction with the ASEAN Youth in Climate Action and Disaster Resilience Conference, which highlights youth leadership in addressing climate change and building regional solidarity. Around 80 delegates composed of senior youth leaders and officials from ASEAN member states and dialogue partners (Japan, South Korea, and China) are expected to participate.	
		II. OBJECTIVES / GOALS : The primary objective of this initiative is to provide an enriching and memorable experience for the international delegates while strategically promoting Manila as a top travel destination. <ol style="list-style-type: none">1. Provide a structured, engaging cultural immersion experience in Metro Manila;2. Showcase national heritage and promote deeper appreciation of Filipino identity;3. Reinforce international cooperation and cultural diplomacy through tourism;4. Support youth empowerment goals under NYC’s climate resilience and international programs; and5. Demonstrate the capacity to host high-level regional and youth-led events.	
		III. SCOPE OF SERVICES / SPECIFICATIONS :	
		HOHO Curated Tours (Manila Heritage Tour) For 80 pax (International and Local Delegates, NYC, DOT NCR Secretariat. <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 PM snacks and bottled water;- To include all payments of entrances,- To include insurance;- To include coordinators for the tour;- To submit a documentation report after the implementation.	

		TOUR ITINERARY <ul style="list-style-type: none">- Pick up at Admiral Hotel, Manila- Intramuros Heritage Tour- Fort Santiago- Destileria Limtuaco Museum- Centro de Turismo Intramuros (Final itinerary will be for approval of the project officer)	
		MINIMUM REQUIREMENTS :	
		A. Must be a DOT accredited Tour Operator; B. Must have certificate of onboarding from Project Integrator of Hop On Hop Off; C. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable; D. Provision of first aid medical kit for the group; E. Willing to provide services on send-bill arrangement.	
		Documentary Requirements to be Submitted:	
		<ul style="list-style-type: none">• Mayor’s Business Permit• PHILGEPS Registration Number• Omnibus Sworn Statement• DOT Accreditation Certificate	
		Approved Budget for the Contract (ABC): Php 251,496.00 Pesos : Two Hundred Fifty-One Thousand Four Hundred Ninety-Six Pesos Only <small><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i></small> <small>net upon completion of the project and delivery of all requirements as agreed upon.</small> <small><i>Government procedure and subject to appropriate government taxes</i></small>	
		Contact Persons: Collins Karla E. Telmo - cetelmo@tourism.gov.ph 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 7840 Makati Avenue, Poblacion, Makati City	
		Note: Deadline of submission is on April 28, 2025 at 8:00 AM	

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