

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8459-5200 local 212/211
Email: dotncr.bac@tourism.gov.ph

Date: October 11, 2022

GENTLEMEN/MESDAMES:

REQUEST FOR QUOTATION

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

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE															
1 (ONE)	LOT	LEASE OF VENUE WITH SUPPLIED MEALS																
		<p>Event: PHILIPPINE TOURISM INDUSTRY RECEPTION Following the direction of the DOT Secretary, the Department will be conducting a Philippine Tourism Industry Reception on October 17, 2022. This is the culmination of the Secretary's Listening Tour Series anchored on the theme "Fostering Unity in the Philippine Tourism Industry".</p>																
		Date: October 16, 2022 and October 17, 2022																
		<p>PROJECT BACKGROUND AND DESCRIPTION The Office of the Secretary has just successfully conducted Listening Tours in Luzon, Visayas and Mindanao attended by DOT Regional Directors and respective tourism stakeholders. The Listening Tours aim to better connect with stakeholders and employ a shared tourism governance approach towards tourism industry recovery. The end-view was for the DOT to be at the front and center of the prevailing issues that need to be addressed and to craft solutions that will ensure the full rehabilitation and recovery of the tourism industry. Following the said series, sectoral pocket listening sessions, convergence gathering and industry reception were on the pipeline.</p> <p>The Philippine Tourism Industry Reception: Beyond the Pocket Listening Sessions, is organized to allow top tourism players and stakeholders to further meet and hold further discussions, network and harness commitment for the tourism industry's recovery on October 17, 2022.</p>																
		<p>SCOPE OF SERVICE: Shall cover provision of two (2) Function Rooms and seven (7) meeting rooms with assigned technical staff, for 250 guests, 200 cultural performers, 150 members and staff of the Office of the President, 100 DOT Secretariat, and 30 Media compliant to IATF Guidelines.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">DATE</th> <th style="width: 15%;">TIME</th> <th style="width: 15%;">MEETING ROOM</th> <th style="width: 15%;">MEAL</th> <th style="width: 40%;">TECHNICAL REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">October 16, 2022</td> <td style="text-align: center;">11:00 AM to 5:00 PM</td> <td>2 Holding Rooms for PSG on October 16, 2022 (at least 200 sqm)</td> <td>60 packed Lunch and PM Snacks for the members and staff of the PSG on October 16, 2022</td> <td></td> </tr> <tr> <td style="text-align: center;">October 17, 2022</td> <td style="text-align: center;">2:00 AM to 11:00 PM Schedule of Ingress and Egress to be discussed.</td> <td>2 Function Rooms on October 17, 2022 (1,900 sqm) – 7 Meeting Rooms on October 17, 2022, with the following specifications: 1 meeting room – 80 sqm (VVIPs) 4 meeting rooms – 75 sqm (Cultural Performers)</td> <td>450 packed AM and PM snacks, Lunch, and Dinner for the DOT Secretariat, Members and staff of the Office of the President, and cultural performers on October 17, 2022 30 PM snacks and Dinner for Media on October 17, 2022</td> <td>AV Rental Lights and Sounds on October 17, 2022: SOUNDS: - 3 per side full house speakers - 2 per side sub woofers - 4 sets delay speakers (2 sets as side fill) - 1-unit powered speaker at the foyer 1 unit audio mixer - 4 monitor speakers - 1 rack amplifiers - 5 wireless mics - 8 units wireless communication sets for cultural dancers</td> </tr> </tbody> </table>	DATE	TIME	MEETING ROOM	MEAL	TECHNICAL REQUIREMENTS	October 16, 2022	11:00 AM to 5:00 PM	2 Holding Rooms for PSG on October 16, 2022 (at least 200 sqm)	60 packed Lunch and PM Snacks for the members and staff of the PSG on October 16, 2022		October 17, 2022	2:00 AM to 11:00 PM Schedule of Ingress and Egress to be discussed.	2 Function Rooms on October 17, 2022 (1,900 sqm) – 7 Meeting Rooms on October 17, 2022, with the following specifications: 1 meeting room – 80 sqm (VVIPs) 4 meeting rooms – 75 sqm (Cultural Performers)	450 packed AM and PM snacks, Lunch, and Dinner for the DOT Secretariat, Members and staff of the Office of the President, and cultural performers on October 17, 2022 30 PM snacks and Dinner for Media on October 17, 2022	AV Rental Lights and Sounds on October 17, 2022: SOUNDS: - 3 per side full house speakers - 2 per side sub woofers - 4 sets delay speakers (2 sets as side fill) - 1-unit powered speaker at the foyer 1 unit audio mixer - 4 monitor speakers - 1 rack amplifiers - 5 wireless mics - 8 units wireless communication sets for cultural dancers	
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			<p>1 meeting room – 35 sqm (Antigen Testing Room)</p> <p>1 meeting room – 25 sqm (Secretariat)</p>	<p>250 Welcome Drinks on October 17, 2022</p> <p>Free flowing coffee, tea, and water from 2:00 AM to 8:00 PM on October 17, 2022</p>	<ul style="list-style-type: none"> - 6 units wireless communication sets for prod team - 1 unit mixer pioneer 350 - 2 units CDJ pioneer 350 <p>LIGHTS</p> <ul style="list-style-type: none"> - 24 units led par (front and back lights) - 16 units led par (side lights) - 1 unit power pack - 1 unit follow spot - 8 units moving heads with computer controller - 12 units Sharpay - 8 units Aura - 8 units Autolight - 4 units stormy - 1 unit haize - 1 unit arena <p>TRUSSES</p> <ul style="list-style-type: none"> - 6 sets 10ft. vertical truss - 12 PCS cantilever <p>4 LED WALLS</p> <ul style="list-style-type: none"> - 2 units standard/ regular size with frames – 10 x 13 ft (color: royal blue) - 1 unit oversized – 21ft x 13 ft (2 LED walls together but not panoramic, still standard or regular projection – middle LED wall) - Black or royal blue cloth covering at the back of the LED walls <p>STAGE REQUIREMENTS</p> <ul style="list-style-type: none"> - Size: 32' x 40' - Height: 2' - Steps: Front and both sides - Skirting: Black or royal group <p>2 UNITS CONFETTI BLAST (green, red, and silver)</p> <p>INTERNET CONNECTION</p> <ul style="list-style-type: none"> - 2 lines of 100 mbps wired connection - 100 mbps Wi-Fi connection for 550 users <p>1 Unit 150KVA GENSET</p>	
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BUDGETARY REQUIREMENTS:

PARTICULARS	UNIT AMOUNT	COMPUTATION	TOTAL	REMARKS
Venue Rental	₱814,340.00	Php 814,340.00 for 2 Function rooms and 7 meeting rooms	₱ 855,057.00	2 Function rooms and 7 holding rooms, Internet connection *with 5% contingency
Lights and Sounds	₱375,000.00	Php 375,000.00 for lights and sounds package	₱ 393,750.00	Complete lights and sounds, please see cost basis for the full package *with 5% contingency
Meals (October 16, 2022)	₱ 670.00	Php 670.00 x 60 pax (2 units- lunch and pm snacks)	₱40,200.00	Breakdown of meals: 1. PSG, HPG, MMDA, PNP NCR and other uniformed personnel - 40 pax 2. DOT Secretariat- 20 pax
Meals -Lunch and Dinner (October 17)	₱370.00	Php 370.00 x 450 pax x 2 units (lunch and dinner)	₱ 333,000.00	Breakdown of meals: 1. Performers- 200 pax 2. DOT Secretariat and EAs of Invited National Government Officials- 100 pax 3. PSG, HPG, MMDA, PNP NCR and other uniformed personnel - 150 pax
Meals -AM and PM snacks (October 17)	₱300.00	Php 300.00 x 450 pax x 2 units (am and pm snacks)	₱270,000.00	Breakdown of meals: 1. Performers- 200 pax 2. DOT Secretariat and EAs of Invited National Government Officials- 100 pax 3. PSG, HPG, MMDA, PNP NCR and other uniformed personnel - 150 pax

		Meals (PM Snacks and Dinner) (October 17)	₱670.00	Php 670.00 x 40 pax	₱26,800.00	PM snacks and dinner for invited media		
		Welcome Drinks	₱300.00	Php 300.00 x 250 pax x 5%	₱78,750.00	With 5% contingency- for 250 invited delegates		
		Free flowing drinks (coffee, water, tea)	₱ 60.00	Php 60.00 x 730 pax	₱ 45,990.00	*with 5% contingency		
					₱2,043,547.00			
		APPROVED BUDGET FOR THE CONTRACT (ABC): PhP 2,043,547.00 Two Million Forty Three Thousand Five Hundred Forty Seven Pesos *inclusive of all government taxes and other fees						
		<p>Note:</p> <ul style="list-style-type: none"> - Rates should include applicable taxes - Willing to provide services on a send-bill arrangement (government procedure) - upon completion of the project and delivery of all requirements as per agreement 						
		Delivery Date: October 16 & 17, 2022						
		QUALIFICATION AND REQUIREMENTS OF BIDDERS						
		<ol style="list-style-type: none"> 1. Must be legally registered company under Philippine laws; 2. DOT Accredited MICE Facility Provider 3. Must be willing to provide services on a send bill arrangement 4. Must provide free parking space (can accommodate 2 buses and 2 vans 5. Must submit cost proposal in Philippines Peso inclusive of 12% VAT and all other applicable taxes and charges 						
		LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:						
		<ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit 2. PhilGEPS Platinum Registration 3. Original Notarized Omnibus Sworn Statement 4. Latest Business/Annual Income Tax Return 5. DOT Accreditation 						
		<p>Contact Person/s: ERNESTO S. TESTON Head, Product and Market Development Unit, DOT-NCR ernieteston@tourism.gov.ph 0917-8791718</p> <p>COLLINS KARLA E. TELMO TOO I DOT NCR cetelmo@tourism.gov.ph 0955-903-0026</p>						
		<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 <u>three (3) sets</u> – 1 original copy IN A SEALED ENVELOPE to this office address:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>						
		Deadline of submission is on 14 October 2022 @10:00 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: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

NCR-ADMIN-PMD-004-00