

Date: October 21, 2022

GENTLEMEN:

**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	<b>SUPPLY AND DELIVERY OF TOKENS</b>	
		Project Name: Council for Promotions of Tourism in Asia (CPTA) Photo Contest	
		I. <u>PROJECT BRIEF</u>  The Department of Tourism – National Capital Region is a member of the Council for Promotions of Tourism in Asia (CPTA). It is a campaign conducted through the cooperation of ten cities – Bangkok, Delhi, Hanoi, Jakarta, Kuala Lumpur, Metro Manila, Seoul, Taipei, Tomsk and Tokyo whose objective is to promote tourism by appealing to travelers from Western countries Oceania and other countries in Asia. The DOT-NCR is a member together with the Metro Manila Development Authority (MMDA) as the lead agency. The official website of the CPTA is <a href="https://welcomeasia.jp">https://welcomeasia.jp</a> .  The contest which will be held on 25 August to 25 October 2022 respectively. The NCR personnel will be procuring tokens for the winners, judges and partners.	
		<b>II. REQUIREMENTS FOR SUPPLIERS</b>	
		1. Must be Filipino owned, operated, and legally registered company under Philippine laws; 2. Must provide previous similar works with the identified item. 3. Has no outstanding deliverables with DOT NCR. 4. Willing to engage in a send-bill arrangement.	
		<b>III. SCOPE OF WORK/DELIVERABLES</b>	
		<b>50 COFFEE SETS FOR GIVEAWAYS</b> Inclusions per set : Black Coffee Press 600 ml, Organic Coffee Beans 100g, Double Walled Mug 250 ml, Stainless Straw Set, Coffee Scooper or 40g Coffee Scented Candle.  Coffee Set contents must be packed inside the Corrugated Box with Ribbon upon delivery.  <b>Delivery Date : On or Before 16 December 2022</b>	
		<b>APPROVED BUDGET FOR THE CONTRACT</b>  <b>PHP 50,000.00</b> Fifty Thousand Pesos only	
		<b>IV. PAYMENT PROCEDURE</b>  <b>₱50,000.00</b> inclusive of taxes and is subject to appropriate government taxes.	
		<b>Documentary Requirements to be submitted:</b> 1. Valid Mayor's/Business Permit 2. PhilGEPS Registration Number	
		Contact Person: Ms. Gleisa Marie G. Biscocho – gsbiscocho@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 <u>three (3) original sets</u> IN A <b>SEALED ENVELOPE</b> to this office address:  DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City	
		Note: Deadline of submission is on <b>October 28, 2022 at 10:00 AM</b>	

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.

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**PRINT NAME OF DEALER/SUPPLIER**

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**ADDRESS OF DEALER/SUPPLIER**

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**CONTACT NUMBER(s)**

**TIN:** \_\_\_\_\_

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**LANDBANK ACCOUNT NUMBER**

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**AUTHORIZED SIGNATURE OVER PRINT NAME**

NCR-ADMIN-PMD-004-00