

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

Date: October 27, 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
<b>1 (ONE)</b>	<b>LOT</b>	<b>LEASE OF VENUE WITH SUPPLIED MEALS</b>	
		<b>Event:</b> <b>Conduct of the M.I.C.E. FORUM (For Mice Organizers and MICE Facilities) and the HEALTH &amp; WELLNESS FORUM (For Ambulatory Aesthetics Clinics, Spas, Tertiary Hospitals for Medical Tourism) in the National Capital Region</b>	
		<b>Date:</b> November 4, 2022 7:00 am to 6:00 pm	
		<b>PROJECT BACKGROUND, DESCRIPTION AND OBJECTIVES:</b> <p>In line with the Department's role in the implementation of laws, policies, plans, programs, rules, and regulations of the Department, particularly those relating to compliance therewith, and to the accreditation of tourism enterprises promulgated by the Department and the current trends in the MICE Industry, the DOT-National Capital Region, will be conducting this project to give updates about the industry. Moreover, to strengthen the accreditation system for tourism enterprises. Furthermore, this is also in support to the seven main objectives of the current administration which includes "Strengthening of tourism governance through collaboration with LGUs and stakeholders".</p> <p>This event aims to invite participants from the MICE Sector including the MICE Facilities, Organizers that have valid DOT accreditation and those who are not yet accredited. At the same time, to do the same for the ambulatory aesthetics clinics, spas, and tertiary hospitals for medical tourism in the National Capital Region</p> <ul style="list-style-type: none"> <li>• To enhance tourism awareness among the participants;</li> <li>• To revitalize the spirit of partnership with DOT in committing to provide competent and professional services;</li> <li>• To give equal opportunity and economic benefit to both men and women in the industry;</li> <li>• To assess and determine the preparation, readiness and compliance of the tourism establishments in implementing their operations and the minimum health and safety protocol; and,</li> <li>• To explore future PPAs with the Department.</li> </ul>	
		<b>SCOPE OF WORK/DELIVERABLES:</b> 1.1 Provision of AM and PM snack, Buffet lunch, Drinks; 1.2 Free use of function room from 7 a.m. to 6PM; 1.3 Free flowing tea/coffee; 1.4 Provision 3 wireless microphones; 1.5 Provision of LCD projector with screen; 1.6 Podium 1.7 Provision of pencil and pad paper; 1.8 Provision of Secretariat/Registration Table and conference signages	

**BUDGETARY REQUIREMENTS:**

Particulars	Unit Amount	Computation	Amount
<b>Lease of Venue</b> (Inclusive of AM & PM Snack and Lunch)	Php 1,700	Php 1,700 x 60 pax (for MICE participants) * 500 for AM Snack + 1,200 for Lunch	Php 102,000.00
		Php 500 x 60 pax (for Health & Wellness participants)	Php 30,000.00
		Php 1,500 x 12 pax (for TPB and DOT staff/Secretariat) * 350 for AM and PM Snack + 800 for Lunch	Php 18,000.00
		<b>SUBTOTAL</b>	<b>Php 150,000.00</b>

**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**PhP ONE HUNDRED FIFTY THOUSAND PESOS ONLY**  
 \*inclusive of all government taxes and other fees

Note:

- 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: November 4, 2022

**REQUIREMENTS FOR SUPPLIERS**

- a) DOT-accredited Hotel with MICE facilities located in Makati for accessibility.
- b) Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).
- c) Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;
- d) Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account.

**LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:**

1. Valid Mayor's/Business Permit
2. PhilGEPS Registration
3. Latest Business/Annual Income Tax Return
4. DOT Accreditation

**Contact Person/s:**  
**IVANNOVICH T. AGOTE**  
**Supervising TOO / Accreditation Unit**  
[itagote@tourism.gov.ph](mailto:itagote@tourism.gov.ph)  
 0908-8697204

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) sets – 1 original copy IN A **SEALED ENVELOPE** 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

		<b>Deadline of submission is on 2 November 2022 @8:00am</b>	
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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