

DEPARTMENT OF TOURISM
National Capital Region
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Date: November 18, 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
ONE (1)	LOT	LUNCH MEALS	
		PROJECT TITLE: LUNCH HOSTING FOR THE TOURISM CONGRESS OF THE PHILIPPINES ANNUAL GENERAL MEMBERSHIP MEETING AND ELECTIONS IN METRO MANILA ON NOVEMBER 25, 2022	
		OBJECTIVES:	
		<p>Relative to the 7-point agenda of the Department under the leadership of Secretary Christina Garcia Frasco which includes the strengthening of tourism governance through collaboration with LGUs and Stakeholders, the Department of Tourism National Capital Region (DOT NCR) through the Tourism Regulation Division (TRD) and Tourism Development Division (TDD) will host the lunch meals for the Tourism Congress of the Philippines (TCP) Annual General Membership Meeting and Elections on November 25, 2022, Friday, 9:30 AM – 5:00 PM at the Midas Hotel in Pasay City.</p> <p>The face to face meeting aims to bring together the government and industry stakeholders to discuss issues/ concerns and to formulate joint programs ensuring that the interests of the stakeholders will be heard and protected. Expected to be participated in by 120 members and guests. At the same time, to conduct TCP Elections of Officer 2023-2024.</p> <p>Moreover, the Tourism Congress of the Philippines, through their President, Mr. Jose C. Clemente III, has requested DOT-NCR to sponsor the buffet lunch for the said occasion on November 25, 2022 to be held at Midas Hotel in Pasay City for a total of 120 participants. This event aims to enjoin members of TCP who are along the ranks of Owner, CEO, President, General Manager, Executives of their members from the different sectors such as hotels, travel and tour agencies, tourist transports. DOT Secretary, Heads of DOT attached agencies such as the Tourism Promotions Board and Duty Free Philippines, and DOT-NCR Director/Personnel are also invited to grace the event. Members of the organization will be coming from the Visayas, Mindanao and Luzon. For this year, the annual occasion will be held in Metro Manila. Previous events were held in Region 7 and 11.</p>	
		SCOPE OF SERVICE / DELIVERABLES	
		<ul style="list-style-type: none"> • Managed Buffet • Lunch buffet for 120 pax with one round of drinks (choice of iced tea or soda) per pax • Menu to be selected by the requesting party • Must be exclusive suppliers of Midas Hotel, Tent 1 as the official designated venue of the event • To be served by 12:00 NN • Must observed Health and Safety Protocols 	

		<p align="center">TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC) Pesos: One Hundred Eighty Thousand Php 180,000.00 <i>(inclusive of Vat / applicable government taxes)</i></p>	
		DATE OF ENGAGEMENT: November 25, 2022	
		DELIVERY PLACE : Tent 1, Midas Hotel, Pasay City	
		<p>QUALIFICATION AND REQUIREMENTS OF BIDDERS</p> <ol style="list-style-type: none"> 1. Must be legally registered enterprise/company under Philippine laws; 2. Must have a PhilGEPS Registration Number; 3. Must be exclusive suppliers of Midas Hotel, Tent 1 – the official venue of the event 	
		<p>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit 2. PhilGEPS Registration Number 3. Original and Certified True Copy of Duly Notarized Omnibus Sworn 4. Willing to provide services on a "send-bill" arrangement. 	
		<p align="center">OTHER TERMS AND CONDITIONS</p> <p>Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.</p>	
		<p>CONTACT PERSON/S: ANA LIZA LUCAS CECILLE F. TIANTES DOT-NCR Tourism Regulation Division amlucas@tourism.gov.ph cecilletiantes@gmail.com</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>	
		Note: Deadline of submission is on November 22, 2022 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: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

