

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 84595200 local 212
Email: dotncr.bac@tourism.gov.ph

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
1 (ONE)	LOT	SUPPLY AND DELIVERY OF EVENT SHIRTS AND TOTE BAGS	
		PROJECT NAME: 1 ST PHILIPPINE PARKS CONGRESS	
		BRIEF BACKGROUND: The National Parks Development Committee (NPDC), in partnership with the Nayong , Pilipino Foundation, Intramuros Administration and Urban Land Institute Philippines, shall conduct the 1st Philippine Parks Congress on 23-25 November 2022. The 1st Philippine Parks Congress aims to gather public and private sector groups to lay - the foundation of creating a national framework in developing urban parks and open spaces in the Philippines. This shall also serve as an avenue for agencies and companies to share best practices in maintaining and operating public parks and open spaces and to learn more about the services and programs of the government in technical assistance for urban parks development and tourism.	
		REQUIREMENTS FOR SUPPLIERS: <ul style="list-style-type: none"> • Delivery: On before November 11, 2022 • The Supplier must be willing to provide service on a send bill arrangement • Winning Supplier/Bidder must provide and send an actual product/item before mass production • Has no outstanding deliverables with DOT NCR. • Must be Filipino owned, operated, and legally registered company under Philippine laws; 	
		SCOPE OF WORK / DELIVERABLES: ITEM 1 <ul style="list-style-type: none"> - Event Shirts - Cotton, White, Colared - With Digital Silk Screen Print (Front and Back) - 250 pieces - Budget of 400.00/piece - Size breakdown: 100 pieces Small, 150 pieces Medium, 150 pieces Large, 100 pieces XLarge 	
		PLEASE SEE BELOW DESIGN	



ITEM 2

- Tote Bag
- Made of Katsa or any eco-friendly material
- Mocha or Cream colored
- Size : 14in x 16 in
- With Base
- 2 sided sublimation or digital silk screen print
- 250 pieces
- Budget of 400.00/piece

DESIGN



REQUIREMENTS FOR SUPPLIERS:

- **Delivery on November 24, 2022**
- **Delivery Place:**
DOT NCR Regional Office
351 DOT Building, Sen. Gil Puyat Avenue,
Makati City
- The Supplier must be willing to provide service on a send bill arrangement
- Winning Supplier/Bidder must provide and send an actual product/item before mass production
- Rates must include delivery fee, other fees, and taxes
- Has no outstanding deliverables with DOT NCR.
- Must be Filipino owned, operated, and legally registered company under Philippine laws

**APPROVED BUDGET FOR THE CONTRACT (ABC)
PESOS: One Hundred Thirty Seven Thousand Five
Hundred
(PhP 137,500.00).**

		DOCUMENTARY REQUIREMENTS TO BE SUBMITTED: 1. Valid Mayor's/Business Permit 2. PhilGEPS Registration Number 3. Duly notarized original and certified true copy of Omnibus Sworn Statement	
		CONTACT PERSONS: Mr. Ernesto Teston ernieteston@tourism.gov.ph 09178791718 Collins E. Telmo cetelmo@tourism.gov.ph 0955-9030026	
		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 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	
		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