

Date: December 28, 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	PRINTING, PRODUCTION, SUPPLY AND DELIVERY OF CALLING CARD FOR DOT NCR TOURISM DEVELOPMENT DIVISION (TDD) PERSONNEL	
		<p>I. BRIEF BACKGROUND AND OBJECTIVES</p> <p>In view of the continuous and several activities of Tourism Development Planning, Research, and Information Management Unit (TDPRIMU) such as planning, tourism statistics data gathering, technical assistance to stakeholders, and convergence programs, the TDD would like to request (2) units of laptop and issuance of calling cards</p> <p>For the official use of DOT-NCR Tourism Development Division personnel</p>	
		<p>II. TECHNICAL SPECIFICATIONS</p> <p>CALLING CARD UNIT : Box</p> <ul style="list-style-type: none"> • Size: 2" x 3.5" (H x W) • Paper: White; Matte finish • Material: C2s #220 • Font styles: Front – Nunito Light and Lexend Deca; Back – Open Sauce and Nunito Light • Font Color: Embossed Gold Foil • Design: Per attached layout/design (1 layout per box) • Process: Offset printing; Engraved print (Name and DOT-NCR Logo) <p>-Gold stamping – DOT Logo and name full color back-to-back print QUANTITY : 100 pcs per box X 45 box @ PhP 1,620 = PhP 72,900.00 Please see attached lay-out</p>	
		<p>III. REQUIREMENTS FOR SUPPLIERS</p> <ul style="list-style-type: none"> • Rates include all applicable taxes and delivery fee • Must be willing to provide services on a send-bill arrangement/government procedure • Qualified Bidders will be required to submit actual sample for evaluation. No mass production unless approved by the Project Officer. • Delivery Term : 15-20 working days upon receipt/signing of PO • Place of Delivery: New DOT Bldg., 351 Sen. Gil Puyat Avneue, Makati City 	
		<p>APPROVED BUDGET FOR THE CONTRACT (ABC) PESOS: SEVENTY TWO THOUSAND NINE HUNDRED (PhP72,900.00) <i>(inclusive of VAT / applicable government taxes)</i></p>	

		<p>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <ol style="list-style-type: none"> 1. Current Mayor's/Business Permit 2. PhilGEPS Registration Number 3. Original and and/or Certified True Copy of Duly Notarized Omnibus Sworn Statement 	
		<p>CONTACT PERSON: Bidders: DOT-NCR BAC dotncr.bac@tourism.gov.ph Copy furnish: BAC Secretariat Ernesto S. Teston – 09178791718 esteston@tourism.gov.ph Precious Yvette S. San Miguel – 09270470985 pssanmiguel@tourism.gov.ph</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>	
		<p>Note: Deadline of submission is on January 04, 2023 at 10:00 am</p>	

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