



Date: January 4, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
3 (THREE)	LOT	SUPPLY AND DELIVERY OF TOKENS/GIVEAWAYS	
		Project Name : MINDANAO TOURISM EXPO 2023	
		<p>BRIEF BACKGROUND:</p> <p>The MTEx Davao will be held at the Function Hall 1, SMX Convention Center Davao, SM Lanang Premier, Davao City. Carrying the theme, “Sustaining the Colors of Mindanao”, the event hopes to promote Mindanao as a safe and fun destination by highlighting one region each time, engaging stakeholders, guaranteeing simultaneous and secure reopening along the value chain; and capitalizing on tourism opportunities.</p> <p>The said tourism expo is organized by the Department of Tourism Regional Office XI and the Davao Visitors Destination Hub. The Regional Director of DOT R11, Dir. Tanya Rabat Tan has invited the DOT-NCR Regional Office to participate in the said tourism expo.</p>	
		<p>OBJECTIVES :</p> <p>The DOT NCR will be participating in the Mindanao Tourism Expo 2023 slated on January 27 - 29, 2022 at the SMX Convention Center Davao, SM Lanang Premier, Davao City. The DOT NCR thru PMDU will be procuring tokens as giveaways for attendees and participants of the aforementioned event.</p>	
		TECHNICAL SPECIFICATIONS	
		<p>LOT A: Mini Travel Suitcase Box Shoulder/Crossbody Bag Quantity: 250 pieces Price per piece: Php 400.00 In various colors (Final colors and quantity per color is subject for approval of Project Officer)</p> <p>Bag Dimensions: Length: 8 inches / 20.50 cm Width: 2.75 inches / 7 cm Height: 5.25 inches / 13.50 cm Removable and Adjustable Strap Length Sling (shortest): 24.75 inches / 63 cm Sling (longest): 48 inches / 122 cm</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	

Bag Strap design:
 “DOT-NCR” text must be printed in a subtle color on the strap



LOT B:

Bamboo Pen
 Quantity: 1,000 pieces
 Price per piece: Php 25.00
 Size: Standard
 Added print: Colored print, 1st side
 “DOT – National Capital Region” text print, 2nd



LOT C:

Canvass Bag
 Size: 12 x 16 x 4 inches
 Quantity: 300 pieces
 Price per piece: Php 150.00
 Added print: 1 or full color print, 1 side (logo size: Max 9” x 9”)



REQUIREMENTS FOR SUPPLIERS

- **Delivery: On or before January 24, 2023**
- **Delivery Place** at DOT National Capital Region Office
 NEW DOT Bldg. Second Floor, 351 Sen, Gil Puyat Avenue, Makati City
- Winning Supplier/Bidder must provide and send an actual product/item before mass production
- Must be operating and legally registered company under Philippine laws;
- The Supplier must be willing to provide service on a send bill arrangement
- Payment shall be made upon completion of the delivery and certification from the Project Officer
- Rate should include applicable taxes and delivery fee

APPROVED BUDGET FOR THE CONTRACT

PHP 170,000.00

Pesos: One Hundred Seventy Thousand

inclusive of taxes and is subject to appropriate government taxes.

		Documentary Requirements to be submitted: <ol style="list-style-type: none"> 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. ERNIE TESTON Head, PMDU ernieteston@tourism.gov.ph MS. COLLINS KARLA E TELMO cetelmo@tourism.gov.ph Contact number: 84595200 local 223	
		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 January 9, 2023 @ 10:00 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

NCR-ADMIN-PMD-004-00