

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

Date: February 9, 2023

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
1 (ONE)	LOT	<b>LEASE OF VENUE WITH SUPPLIED MEALS</b>	
		<b>Project Title:</b> Convergence and Activation Meeting of DOT NCR x Business Permits and Licensing Officers x Tourism Officers of all LGUs in NCR & ESL Forum	
		<b>Date: 23-24 February 2023</b>	
		<p style="text-align: center;"><b>I. BRIEF BACKGROUND AND PROJECT DESCRIPTION</b></p> <p>The Department of Tourism, as mandated by Republic Act 9593 or the Tourism Act of 2009, is tasked to implement 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. It is also tasked to coordinate with LGUs in the implementation of such laws, policies, plans, programs, and rules and regulations. Moreover, the DOT is also tasked to encourage and promote joint undertakings with the private sector for the development of new tourism-related products and programs.</p> <p>The DOT- National Capital Region, as the country's international gateway and the administrative region with the highest number of tourism players and stakeholders, is primed to be particularly active in doing the above mandate. As such, the Office is keen on organizing the following in one (1) day divided into morning and afternoon sessions</p>	
		<p style="text-align: center;"><b>II. OBJECTIVES:</b></p> <p><b>For the Convergence Meeting of DOT NCR x Business Permits and Licensing Officers x Tourism Officers</b></p> <p>a) Compare LGU database against TRD database to determine who are accredited and who are not</p> <p>b) Map the tourism universe of DOT NCR through data from BPLO</p> <p>c) Bridge the gaps in the accreditation process of LGUs and TRD</p> <p>d) Delineate the scope of TRD and LGU in the accreditation process</p> <p>e) Discussion on relevant issuances relating to accreditation</p> <p><b>For the ESL Forum</b></p> <p>a) To enhance NCR's position, not only as an ESL hub, but also as a multi-faceted education tourism destination</p> <p>b) Explore short-term online and offline education tourism programs that are being offered by institutions in the Philippines in the new normal</p> <p>c) Map the ESL providers in NCR</p>	

**III. 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.

**IV. SCOPE OF WORK/DELIVERABLES:**

- 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

**V. BUDGETARY REQUIREMENTS:**

Particulars	Unit Amount	Computation	Amount
Lease of Venue with Supplied Meals (Inclusive of AM & PM Snack and Lunch)			
Day 1 Session (TOs and BPLO)	Php 1,500	Php 1,150 x 70 pax * 350 for AM Snack and PM Snack + 800 for Lunch	Php 105,000.00.00
Day 2 Session (ESL Representatives)	Php 1,150	Php 1,150 x 60 pax * 350 for AM Snack and + 800 for Lunch	Php 69,000.00
Secretariat/Speakers/ Facilitators (SMED, OSR, OPMD, DOT NCR Staff/Secretariat)	Php 1,500  Php 1,150	Day 1 Session Php 1,500 x 15 pax * 350 for AM and PM Snack + 800 for Lunch  Day 2 Session Php 1,150 x 10 pax * 350 for AM + 800 for Lunch	Php 22,500.00  Php 11,500.00
<b>TOTAL</b>			<b>Php 208,000.00</b>

**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**PESOS : TWO HUNDRED EIGHT THOUSAND**  
**(Php 208,000.00)**

\*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

**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

		<b>Contact Person/s:</b> <b>IVANNOVICH T. AGOTE</b> <b>Supervising TOO / Accreditation Unit</b> <a href="mailto:itagote@tourism.gov.ph">itagote@tourism.gov.ph</a> 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 <u>three (3) sets</u> – 1 original copy IN A <b>SEALED ENVELOPE</b> 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 14 February 2023 at 7:00 am</b>	

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