


Date: February 27, 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
10,000 (TEN THOUSAND)	PIECE	<b>SUPPLY AND DELIVERY OF TOKENS – WOODEN LEIS FOR THE ARRIVAL OF CRUISE CALLS IN MANILA FOR THE 1<sup>ST</sup> QUARTER OF 2023.</b>	
		<b>Project Name : Arrival of Cruise Calls in Manila for the 1<sup>st</sup> Quarter of 2023</b>	
		<b>TECHNICAL SPECIFICATIONS</b>	
		<p><b>TOKENS - WOODEN LEIS</b></p> <p><b>Item Description</b> Material: wood beads and wax cord Color: Assorted Size: 40" to 42" inches in circumference Others: - Wax cord should be 1.5 in thickness with different sized and shapes of multi-colored wooden beads - Cord around the neck with no beads should not be more than 15 to 18 inches lengthy - Wood beads must be placed not more than 1 1/2 to 2 inches away from each other</p>	
		<p><b>Unit Cost</b> Php 50.00/pc x 10,000pcs = 500,000.00 With (5%) Based on market profile, cruise passenger range from middle managers to VIPs. tokens will be distributed to arriving cruise passengers <b>Design AS SHOWN BELOW:</b></p> <div style="display: flex; justify-content: space-around;">  </div>	
		<p><b>REQUIREMENTS FOR SUPPLIERS</b></p> <ul style="list-style-type: none"> <li>• General Merchandise store legally operating in the Philippines and address is located within Metro Manila</li> <li>• Delivery date is on March 25, 2023</li> <li>• <b>Delivery Place</b> at DOT National Capital Region Office NEW DOT Bldg. Second Floor, 351 Sen, Gil Puyat Avenue, Makati City</li> <li>• The Supplier must be willing to provide services on a send bill arrangement</li> <li>• Payment shall be made upon completion of the delivery and certification from the Project Officer</li> <li>• Rate should include applicable taxes and delivery fee</li> </ul>	
		<p><b>APPROVED BUDGET FOR THE CONTRACT</b> <b>PHP 525,000.00</b> <b>PESOS: FIVE HUNDRED TWENTY-FIVE THOUSAND</b> <i>inclusive of taxes and is subject to appropriate government taxes.</i></p>	
		<p><b>Documentary Requirements to be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Valid Mayor's/Business Permit</li> <li>2. Platinum Membership PHILGEPS Certificate</li> <li>3. Omnibus Sworn Statement</li> <li>4. Willing to engage in a send-bill arrangement</li> </ol>	

		5. Income/Business Tax return <b>Note: Supplier must submit sample of wooden leis for evaluation and approval together with the documentary requirements.</b>	
		<b>Contact Persons:</b> <b>MS. MAY RAMOS</b> mmramos@tourism.gov.ph  <b>JASMINE CASTRO</b> 0915-6873326	
		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 <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	
		Note: Deadline of submission is on <b>March 06, 2023 @ 8:00 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