

DEPARTMENT OF TOURISM
National Capital Region
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Direct Line: 8553-3531/09202909993
Email: dotncr.bac@tourism.gov.ph

Date: March 06, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

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

| QTY | UNIT | ITEM/DESCRIPTION/SPECIFICATION | UNIT PRICE |
|--------------------|------------|--|------------|
| | | LEASE OF VENUE AND MEALS | |
| 1 (ONE) | LOT | <p>PROJECT NAME :</p> <p style="text-align: center;">LISTENING TOUR: FORUM AND COURTESY VISIT OF NCR TOURGUIDES AND TOUR GUIDES ASSOCIATION WITH SECRETARY CHRISTINA GARCIA FRASCO</p> | |
| | | <p>I. BRIEF BACKGROUND AND OBJECTIVES :</p> <p>With no less than The President of the Philippines rallying for the recovery of the Philippines' tourism industry, Secretary Christina Garcia Frasco spearheaded a Listening Tours among tourism stakeholders all over the country to strengthen tourism governance, and achieve its goals. The tourism stakeholders are crucial partners that will drive the industry forward amid various challenges. Through dynamic collaboration, tourism will propel to attain its goals of exceeding tourism growth.</p> <p>a) To provide an avenue to discuss updates, positive developments, issues and challenges in the tourism industry;</p> <p>b) To explore areas of collaboration;</p> <p>c) To support the thrust of the Department of Tourism;</p> <p>d) To serve as an important partnership in developing a stronger and an institutionalized partnership between the government through the Department of Tourism and industry stakeholders.</p> | |
| | | <p>II. SCOPE OF WORK/DELIVERABLES:</p> <p>Set-up : Physical/Face to Face Implementation Date: March 23, 2023, 7:00 AM to 2:00 PM (inclusive of ingress & egress) Venue : Intramuros area</p> <ul style="list-style-type: none"> • Function Room good for U-shaped set up for the principals 18 pax, classroom set up for 57 participants, or a total number of 75 Participants; • Filipino Cuisine Plated Am Snack & Plated Lunch with one round of drinks: Php1,232.00 net X 75 pax = Php 92,400.00 net • 7:00AM- 2:00PM (to include ingress and egress) • Provision of the following: <ul style="list-style-type: none"> -Microphones (5-6 units) -Wide/Projector Screen and LCD Projector deemed fit for the size of the venue -basic sound system -podium -Free-flowing coffee/purified drinking water -Secretariat/Registration Table and conference signages -Strong wifi services and access to all participants; -complimentary parking slots -sanitation station (alcohol) - Provision time for ingress and egress -Amenable for coordination meetings/ocular inspection/food-tasting -Presence of technical and logistical staff for the whole duration of the event | |

| | | <p>Proposed Program of Activities</p> <table border="1"> <thead> <tr> <th data-bbox="375 169 703 226">Time</th> <th data-bbox="703 169 1287 226">Activity</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 226 703 284">6:00 AM – 8:00 AM</td> <td data-bbox="703 226 1287 284">Set up</td> </tr> <tr> <td data-bbox="375 284 703 341">8:00 AM – 9:00 AM</td> <td data-bbox="703 284 1287 341">Registration</td> </tr> <tr> <td data-bbox="375 341 703 632">9:00 AM – 10:00 AM</td> <td data-bbox="703 341 1287 632"> Pre-program presentations - Filipino Brand of Service Excellence - Bisita Be My Guest Incentive Program - NCR’s Product & Market Development Programs -Accreditation </td> </tr> <tr> <td data-bbox="375 632 703 807">10:00 AM – 10:20 AM</td> <td data-bbox="703 632 1287 807"> *Opening Prayer *National Anthem </td> </tr> <tr> <td data-bbox="375 807 703 917">10:20 AM – 10:30 AM</td> <td data-bbox="703 807 1287 917"> Acknowledgement of Participants/ Brief Opening Message/ Introduction of Guest of Honor – Director Sharlene Zabala-Batin </td> </tr> <tr> <td data-bbox="375 917 703 974">10:30 AM – 10:40 AM</td> <td data-bbox="703 917 1287 974">Keynote Message – Secretary Christina Frasco</td> </tr> <tr> <td data-bbox="375 974 703 1056">10:40 AM – 12:00NN</td> <td data-bbox="703 974 1287 1056">Open Forum and Discussion on possible PPAs with the DOT</td> </tr> <tr> <td data-bbox="375 1056 703 1113">12:00 NN – 1:00PM</td> <td data-bbox="703 1056 1287 1113">Lunch</td> </tr> </tbody> </table> | Time | Activity | 6:00 AM – 8:00 AM | Set up | 8:00 AM – 9:00 AM | Registration | 9:00 AM – 10:00 AM | Pre-program presentations - Filipino Brand of Service Excellence - Bisita Be My Guest Incentive Program - NCR’s Product & Market Development Programs -Accreditation | 10:00 AM – 10:20 AM | *Opening Prayer *National Anthem | 10:20 AM – 10:30 AM | Acknowledgement of Participants/ Brief Opening Message/ Introduction of Guest of Honor – Director Sharlene Zabala-Batin | 10:30 AM – 10:40 AM | Keynote Message – Secretary Christina Frasco | 10:40 AM – 12:00NN | Open Forum and Discussion on possible PPAs with the DOT | 12:00 NN – 1:00PM | Lunch | |
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| | | <p>III. REQUIREMENTS FOR SUPPLIER OF LEASE OF VENUE AND MEALS</p> <ul style="list-style-type: none"> ▪ Must be DOT accredited tourism enterprise, or accreditation is on process ▪ Must be located in Intramuros ▪ Preferred venue is a historical site or with historical value or significance ▪ With a heritage ambience function room, ▪ With amenities and facilities for forum/conference; ▪ Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS), and must follow procurement procedures; ▪ Must have valid Mayor’s/Business Permit, or Mayor’s/Business Permit is for renewal. Must present proof of evidence for renewal application; ▪ Must provide a breakdown of prices and services in net amount in the quotation, inclusive of E-VAT/VAT/government taxes/service charge/ and other applicable taxes and charges; ▪ Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account. | | | | | | | | | | | | | | | | | | | |
| | | <p>IV. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <ul style="list-style-type: none"> - Valid Mayor’s Permit - DOT Accreditation Certificate - PhilGEPS Registration Number - Income/Business Tax Return | | | | | | | | | | | | | | | | | | | |
| | | <p style="text-align: center;">Approved Budget: Php 92,400.00</p> <p style="text-align: center;"><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges</i></p> | | | | | | | | | | | | | | | | | | | |
| | | <p>Contact Person:</p> <p>Ms. Ana Liza Lucas amlucas@tourism.gov.ph Ms. Darlene Hazel Serran daserran@tourism.gov.ph 84595200 local 108</p> | | | | | | | | | | | | | | | | | | | |

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| | | Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets 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 March 10, 2023 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