

DEPARTMENT OF TOURISM
National Capital Region
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Date: July 12, 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
ONE (1)	LOT	LEASE OF VENUE WITH SUPPLIED MEALS	
		<p>Project Title: HOSTING FOR TOURISM CONGRESS OF THE PHILIPPINES' LUZON CLUSTER REGIONAL CONSULTATIVE FORUM</p>	
		Implementation Date: JULY 26, 2023	
		<p>I. BACKGROUND</p> <p>The Tourism Congress of the Philippines (TCP) is a private sector consultative body that helps the government create and carry out tourism policies. The TCP is composed of representatives from tourism enterprises from all around the nation, and serves as the voice of the tourism industry on issues of national significance, particularly those impacting the private sector. The TCP has organized the Luzon Cluster Regional Consultative Forum on July 26, 2023 with the theme Sustainable Tourism: Leading the Recovery and Profitability of Business Operation in the Post Pandemic Era. The program will be having a panel discussion with the topic "Sustainable Tourism in the Accommodation" and will be participated by executives of MICE and Accommodation Sector. Best practices and ideas for implementing sustainable tourism principles are expected to be shared in the discussion.</p> <p>Further to this, the TCP has partnered with the DOT-NCR to host a venue with provision of afternoon snack for a total of 200 guests that comprise of leaders, executives, and key players of the Tourism industry.</p>	
		<p>II. OBJECTIVES</p> <p>a) To demonstrate exemplary practices and emphasize the application of sustainable tourism principles;</p> <p>b) To create dialogue with heads of tourism enterprises on their concerns to the DOT and its attached agencies;</p> <p>c) To update the guests on the tourism development initiatives of the new administration.</p>	
		<p>III. SCOPE OF SERVICES/DELIVERABLES AND BUDGETARY REQUIREMENTS</p> <ul style="list-style-type: none"> • Ball Room for 200 pax (2:00 PM – 5:00 PM) • PM Snack: Php800.00 x 200 pax = Php 160,000.00 net <ul style="list-style-type: none"> - Heavy Snacks must be Pasta with bread (or equivalent) with 1 round of juice/iced tea (for approval of the final menu by the end-user) - Provision for round tables, chair, table set-up - Provision for basic stage/platform, height: 1 foot - Set up of lounge chairs for the panel discussion - Microphones - Wide/Projector Screen and LCD Projector - in-house lights and sounds and technical - Free-flowing coffee/tea/drinking purified water - 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										
		<table border="1"> <thead> <tr> <th>ITEMS</th> <th>PARTICULARS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Lease of Venue</td> <td> <ul style="list-style-type: none"> Function Room for 200 pax PM Snacks (800 X 100 pax) </td> <td>Php 160,000.00</td> </tr> <tr> <td>GRAND TOTAL</td> <td></td> <td>PhP 160,000.00</td> </tr> </tbody> </table>	ITEMS	PARTICULARS	AMOUNT	Lease of Venue	<ul style="list-style-type: none"> Function Room for 200 pax PM Snacks (800 X 100 pax) 	Php 160,000.00	GRAND TOTAL		PhP 160,000.00	
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		<p align="center">APPROVED BUDGET FOR THE CONTRACT (ABC): PESOS : ONE HUNDRED SIXTY THOUSAND (PhP 160,000.00)</p> <p align="center"><i>*inclusive of all government taxes and other fees</i></p>										
		<p>Note:</p> <ul style="list-style-type: none"> Rates should include applicable taxes Willing to provide services on a send-bill arrangement(government procedure) Payment shall be made upon completion of the project and delivery of all requirements as per agreement 										
		<p>REQUIREMENTS FOR SUPPLIERS:</p> <ul style="list-style-type: none"> Must be a DOT-accredited property within Manila Bay area or 5km from port area 										
		<p>LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <ol style="list-style-type: none"> Valid Mayor's/Business Permit PhilGEPS Registration Latest Business/Annual Income Tax Return DOT Accreditation 										
		<p>Contact Person: JENNY ANNE PAUL D. GATUS TOO I, PMDU jdgatus@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 three (3) original sets 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>										
		Note: Deadline of submission is on July 17, 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) & EMAIL ADDRESS

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME