

Date: August 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
ONE (1)	LOT	<b>LEASE OF VENUE WITH SUPPLIED MEALS</b>	
		<b>Project Title:</b> <b>BASIC TOURISM STATISTICS TRAINING</b>	
		<b>Implementation Date:</b> <b>August 23-25, 2023</b>	
		<p><b>I. BRIEF BACKGROUND</b></p> <p>The Department of Tourism National Capital Region, in order to fulfill its mandate of developing new products or markets and support existing tourist attractions through promotions, requires reliable data on tourist arrival in the region.</p> <p>The Basic Tourism Statistics Training (BTST) is a three-day workshop with the Local Tourism Officers and Staff. The objective of the workshop is to capacitate the Tourism Officers and Staff on the importance of monitoring local tourism indicators as well as the importance of local compilation. It is also to solicit their commitment to reporting their data.</p> <p>Since most of the local government units does not have a permanent tourism office nor a tourism officer, DOT must support technically all LGUs so that they can be able to monitor their tourism sector and create better tourism plans. The local tourism stakeholders are equipped with tools that can objectively describe their tourism situation; hence, they can plan and monitor tourism development and activities more effectively.</p>	
		<p><b>II. OBJECTIVES</b></p> <ol style="list-style-type: none"> <li>1. To capacitate the participants in the conduct of data gathering in local destinations using the standard basic data gathering methodologies of DOT;</li> <li>2. To familiarize the participants in essential tourism concepts and the importance of tourism statistics in local destinations</li> <li>3. To instill the usefulness of the data generated is in the conduct of the LGUs' tourism development planning and destination management.</li> <li>4. The target participants include the tourism officers and staff of the LGUs in Metro Manila.</li> </ol>	
		<p><b>III. SCOPE OF SERVICES / DELIVERABLES AND BUDGETARY REQUIREMENTS</b></p> <p>Lease of Venue supplied with Meals, AVP Materials, Sound Equipment and Basic Seminar Amenities</p> <p><b>Meals</b>  Php1,500.00 (AM and PM Snack and buffet lunch) X 35 pax X 3 Days = PhP 157,500.00</p> <ul style="list-style-type: none"> <li>• Pre-arranged classroom type setup</li> <li>• Registration and secretariat table</li> <li>• High speed internet</li> <li>• Free flowing coffee and tea</li> <li>• Inclusive of basic sound system with microphones</li> <li>• Inclusive of AVP (at least 2 projectors and wide screens for better viewing)</li> <li>• Working outlets and extension cords to accommodate electronic devices of 35 pax.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Provision of projector cables and adapters for computers with various operating systems.</li> <li>• Inclusive of podium/rostrum with microphone.</li> <li>• Seminar amenities (notepads, pencils/pens)</li> <li>• Establishment's health and safety protocols are in place</li> <li>• Complimentary parking for at least 50% of the number of participants.</li> </ul>	
		<b>IV. REQUIREMENTS FOR SUPPLIER:</b> <ol style="list-style-type: none"> <li>a. The venue must be within the Makati Area only;</li> <li>b. The venue must meet the Safety Seal Certification;</li> <li>c. The venue must be a DOT-accredited establishment;</li> <li>d. The dine-in venue must be willing to accept the meal hosting on a send-bill arrangement good for approximately 35 persons.</li> </ol>	
		<b>APPROVED BUDGET FOR THE CONTRACT (ABC):  PESOS : ONE HUNDRED FIFTY SEVEN THOUSAND  FIVE HUNDRED ONLY (PhP 157,500.00)</b> <i>*inclusive of all government taxes and other fees</i>	
		<b>Note:</b> <ul style="list-style-type: none"> <li>- Rates should include all applicable taxes</li> <li>- Payment shall be made upon completion of the project and delivery of all requirements as per agreement</li> </ul>	
		<b>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</b> <ol style="list-style-type: none"> <li>1. Valid Mayor's/Business Permit</li> <li>2. PhilGEPS Registration</li> <li>3. Latest Business/Annual Income Tax Return</li> <li>4. Valid DOT Accreditation</li> </ol>	
		<b>Contact Person:</b> <b>COLLINS KARLA E. TELMO</b> cetelmo@tourism.gov.ph	
		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 <b>August 8, 2023 at 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) & EMAIL ADDRESS**

**TIN:** \_\_\_\_\_

---

**LANDBANK ACCOUNT NUMBER**

---

**AUTHORIZED SIGNATURE OVER PRINT NAME**