



Date: August 16 2023

GENTLEMEN:

REQUEST FOR QUOTATION

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

QUANTITY ONE (1)	UNIT LOT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		SUPPLY AND DELIVERY OF TOKENS/GIVEAWAYS	
		<p>Project Name: DOT-NCR'S PARTICIPATION TO THE 34TH PHILIPPINE TRAVEL MART</p>	
		<p>BRIEF BACKGROUND:</p> <p>The Philippine Travel Mart (PTM) is the longest running travel trade exhibition in the Philippines. Though its years, the travel mart has partnered with the Department of Tourism and its regional offices, Local Government Units, and industry partners to showcase remarkable destinations and activities through booth exhibition, travel packages, and numerous Philippine tourism offerings. The PTM is yearly organized by the Philippine Tour Operators Association (PHILTOA).</p> <p>The DOT NCR will be in collaboration with the project integrator of the Hop On Hop Off project, Positive Exposure Productions Inc., on creating a visual and interactive booth of the HOHO to showcase on the travel fair. The booth will be integrated with trivial games, food sampling, and prizes. The DOT NCR will be manning the 54-sqm booth allocated and will be facilitating the games to fully promote and market the capital's newest product. The DOT NCR will be procuring giveaways, prizes, and food sampling to entice travel fair visitors to engage on the interactive booth. The DOT NCR will be preparing tokens for DOT, attached agencies such as TPB and TIEZA officials, and heads of tourism associations as DOT Regional Offices all over the country are also expected to attend and participate the said travel fair.</p>	
		<p>OBJECTIVES :</p> <ol style="list-style-type: none"> 1. To support domestic tourism recovery by participating in the travel fair 2. To promote Metro Manila, particularly its Philippines Hop On-Hop Off project, and establish new business networks. 3. To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital. 	
		TECHNICAL SPECIFICATIONS/DELIVERABLES	
		<p>ITEM 1</p> <p>Bamboo Pen Quantity: 500 pieces Price per piece: Php 25.00 Size: Standard Added print: Colored print, 1st side</p> <p style="text-align: center;">“DOT – National Capital Region” text print, 2nd side</p> <p>**design as shown</p> <div style="text-align: center;">  <p>1st side: DOT - NATIONAL CAPITAL REGION</p> <p>2nd side: MY METRO MANILA</p> </div> <p>ITEM 2</p> <p>Canvass Bag Size: 12 x 16 x 4 inches Quantity: 300 pieces Price per piece: Php 150.00 Added print: 1 or full color print, 1 side (logo size: Max 1.5 x 1.5”)</p>	

		<p>**design as shown</p> 	
		<p align="center">REQUIREMENTS FOR SUPPLIERS</p>	
		<ul style="list-style-type: none"> • Delivery Date: <ul style="list-style-type: none"> • On or before August 31, 2023 • Delivery Place at DOT National Capital Region Office NEW DOT Bldg. Second Floor, 351 Sen, Gil Puyat Avenue, Makati City • Winning Supplier/Bidder must provide and send an actual product/item before mass production • Must be operating and legally registered company under Philippine laws; • The Supplier must be willing to provide service on a send bill arrangement • Payment shall be made upon completion of the delivery and certification from the Project Officer • Rate should include applicable taxes and delivery fee 	
		<p align="center">APPROVED BUDGET FOR THE CONTRACT PHP 57,500.00 (FIFTY SEVEN THOUSAND FIVE HUNDRED) <i>inclusive of taxes and is subject to appropriate government taxes.</i></p>	
		<p>Documentary Requirements to be submitted:</p> <ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit 2. PhilGEPS Registration Number 3. Duly notarized original and certified true copy of Omnibus Sworn Statement 	
		<p>Contact Persons: MS. JENNY ANNE PAUL D. GATUS jdgatus@tourism.gov.ph MS. COLLINS KARLA E TELMO cetelmo@tourism.gov.ph Contact number: 84595200 local 223</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 <u>three (3) original sets</u> 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>	
		<p>Note: Deadline of submission is on August 22 @ 8:00 am</p>	

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