

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8553-3531/09202909993
Email: dotncr.bac@tourism.gov.ph

Date: September 8, 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
1 (One)	Lot	LEASE OF VENUE SUPPLIED WITH MEALS AND ACCOMMODATION	
		PROJECT NAME : CAPACITY BUILDING TRAINING FOR THE ADOPTION OF THE DOST's TOURISM LIVE INVENTORY OF STATISTICS AND ARRIVALS (TourLISTA) ON A NATIONAL LEVEL	
		<p>I. BACKGROUND & PROJECT DESCRIPTION :</p> <p>The Standard Local Tourism Statistics System (SLTSS) is a data gathering system that has been implemented by the Department of Tourism (DOT) since 2012. Developed by the DOT and Japan International Cooperation Agency (JICA) as well as pilot local government units from 2009 – 2012, the SLTSS created a uniform and reliable system that has been able to monitor travel and tourism in local destinations.</p> <p>On the other hand, TourLISTA, a web-based application developed by the DOT-MIMAROPA in collaboration with DOST-MIMAROPA to digitize the SLTSS that is implemented at the regional level. TourLISTA is a system that allows local government offices to encode relevant data that will expedite collection and report generation</p> <p>Although local tourism stakeholders are already equipped with tools that objectively describe the tourism situation in their areas as well as allow them to plan and monitor tourism development more effectively, the digitization of the current data gathering process will better produce more reliable and up to date reports. Better local tourism data will also result to better regional and national level tourism data that can be used in formulating national tourism development plans and policies.</p>	
		<p>II. OBJECTIVE :</p> <ol style="list-style-type: none"> 1. To capacitate the Regional Statistics/Planning Officers in using the TourLISTA as the digitized consolidation system for DOT's regional statistics. 2. To ease the data collection and consolidation of reports from the tourist attractions, accommodation establishments through the Local Government Units, and to the Regional Offices. 3. To be able to a conduct a Consultation Meeting on the Implementation of the 2023 Accommodation Capacity Survey (ACS) and Orientation on the Use of E-STATS Application for ACS. 4. To orient the Regional Statistics/Planning Officers in Forecasting on Domestic Tourism. 	
		III. SCOPE OF WORK/DELIVERABLES:	
		<p>Date of Engagement:</p> <ul style="list-style-type: none"> • September 18-22, 2023 • Number of Pax - 78 pax 	
		<p>SCOPE OF SERVICE:</p> <ol style="list-style-type: none"> a. Provision of Lease of Venue supplied with Meals, AVP, Sound Equipment, and Basic Seminar Amenities and accommodation for Regional Participants: 	

	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Meal Requirement/ Approved Budget</th> <th style="width: 50%; text-align: center;">Requirements</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Lease of Venue supplied with Meals, AVP Materials, Sound Equipment and Basic Seminar Amenities</p> <p>Seminar Meals Php1,500.00 (AM Snack, PM Snack and Lunch) X 78 pax x 3 days (Health-Related Facilities/Medical Tourism Stakeholders, DOT OPMD and Officials, and select DOT-NCR Officials/Personnel)</p> <p>Accommodation Php 2,200.00/room Twin Sharing Room for 34 pax Php 2,200.00/room x 17 rooms x 4 nights Breakfast for 34 pax for 4 days Php 220.00/pax Dinner for 34 pax for 4 days Php 440.00/pax</p> <p>Total: ₱ 590,360.00</p> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Pre-arranged banquet setup • In-house Wi-Fi • Free flowing coffee and tea • Inclusive of basic sound system with microphones • Inclusive of AVP (projector and wide screen) • Inclusive of podium/rostrum with microphone • Seminar amenities (notepads, pencils/pens) • Establishment's health and safety protocols including disinfection and physical distancing practices are in place </td> </tr> </tbody> </table> <p>b. The venue must be within the Makati Area only; c. The venue must meet the Safety Seal Certification; d. The venue must be a DOT-accredited establishment; e. The dine-in venue must be willing to accept the meal hosting on a send-bill arrangement good for approximately 30 persons.</p>	Meal Requirement/ Approved Budget	Requirements	<p>Lease of Venue supplied with Meals, AVP Materials, Sound Equipment and Basic Seminar Amenities</p> <p>Seminar Meals Php1,500.00 (AM Snack, PM Snack and Lunch) X 78 pax x 3 days (Health-Related Facilities/Medical Tourism Stakeholders, DOT OPMD and Officials, and select DOT-NCR Officials/Personnel)</p> <p>Accommodation Php 2,200.00/room Twin Sharing Room for 34 pax Php 2,200.00/room x 17 rooms x 4 nights Breakfast for 34 pax for 4 days Php 220.00/pax Dinner for 34 pax for 4 days Php 440.00/pax</p> <p>Total: ₱ 590,360.00</p>	<ul style="list-style-type: none"> • Pre-arranged banquet setup • In-house Wi-Fi • Free flowing coffee and tea • Inclusive of basic sound system with microphones • Inclusive of AVP (projector and wide screen) • Inclusive of podium/rostrum with microphone • Seminar amenities (notepads, pencils/pens) • Establishment's health and safety protocols including disinfection and physical distancing practices are in place 															
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		V. LEGAL REQUIREMENTS : a. Must show proof of PHILGEP's registration; b. Must submit current Mayor's Permit; c. Must show proof of DOT accreditation; d. Latest Income/Business Tax Return.	
		<p style="text-align: center;">Approved Budget: Php 590,360.00 Pesos : Five Hundred Ninety Thousand Three Hundred Sixty Only</p> <p style="text-align: center;"><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon.</i></p>	
		Contact Persons: Ms. Collins Karla Telmo - 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 September 12, 2023 at 8:00am	

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