

Date: September 18, 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 AND OTHER TECHNICAL REQUIREMENTS	
		Project Title: CONDUCT OF ADVANCE TOURISM STATISTICS TRAINING 1 (ATST 1) FOR NATIONAL CAPITAL REGION LGUs	
		Implementation Date: October 18-20, 2023 7:00 am – 5:30 pm	
		I. SCOPE OF SERVICES / DELIVERABLES AND BUDGETARY REQUIREMENTS	
		PARTICULARS	ESTIMATED UNIT PRICE
		MEALS AND VENUE	ESTIMATED TOTAL AMOUNT
		Type of Meals – AM and PM Snacks, Buffet Lunch not managed /assisted with one round of soda/ juice per meal - provision of 3 sets of meals for 3 days : AM and Pm snacks, Buffet Lunch not managed/assisted with one round of soda/juice per meal -flowing coffee/ tea -wifi access to the participants -provision of projector, white screen , podium and public address system, telephone and registration table -free parking space for the participants- at least for 15 -20 pax per day -function room must be spacious and can comfortably accommodate 25-30 participants -Classroom setup -Technical staff from the hotel must be on standby during the event to trouble shoot in case of technical failure -One complimentary room for the Secretariat	Php 1,200.00 net per pax x 25 pax x 3 days Php 90,000.00
		APPROVED BUDGET FOR THE CONTRACT (ABC): PESOS : NINETY THOUSAND (Php 90,000.00) <i>*inclusive of all government taxes and other fees</i>	
		REQUIREMENTS FOR SUPPLIER	
		<ul style="list-style-type: none"> - Hotel must be located in Quezon City - Rates should include all applicable taxes - Willing to provide services on a send-bill arrangement (government procedure) and the use of standard "Department of Tourism contract - Payment shall be made upon completion of the project and delivery of all requirements as per agreement 	
		DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:	
		1. Valid Mayor's/Business Permit 2. PhilGEPS Registration 3. Latest Business/Annual Income Tax Return 4. Valid DOT Accreditation	
		Contact Person: MARIVILLE P. RAMOS mpramos@tourism.gov.ph 0916-4340478 COLLINS KARLA E. TELMO cetelmo@tourism.gov.ph 0955-903-0026	

	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 22, 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

NCR-ADMIN-PMD-004-00