

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

Date: October 06, 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	
		PROJECT NAME : GRADUATION CEREMONY FOR NATIONAL CAPITAL REGION -REGIONAL TOUR GUIDING COURSE 2023	
		<p>I. BACKGROUND & PROJECT DESCRIPTION :</p> <p>With reference to the recently-concluded Luncheon Meeting of DOT Secretary Christina Garcia-Frasco with Accredited Tour Guides in NCR held on 11 May 2023 in Casa Blanca, Intramuros, Manila, the tour guide associations who attended the said event are requesting for the conduct of Regional Tour Guiding Seminar for tour guides who wish to be DOT-accredited.</p>	
		<p>II. OBJECTIVES :</p> <p>The program aims to expand the pool of professional tour guides to cater to both local and international tourists. It also aims to achieve high standards of selection, training and certification of tour guide practitioners in NCR.</p>	
		<p>III. SCOPE OF WORK/DELIVERABLES:</p>	
		<p>Implementation Date: OCTOBER 13, 2023, 9:00 AM to 7:00 PM <i>(inclusive of ingress & egress)</i></p> <p>Venue : Makati Area Set-up : Physical/Face to Face</p> <ul style="list-style-type: none"> • Provision of AM/PM Snack and Lunch Buffet for 66 pax • Use of function room for 66 pax • Banquet set-up with fresh flower centerpiece • Table Registration • Free flowing of Coffee and Tea and water • Basic sound system with microphones • LCD Projector and White screen • Podium and Flag Pole • Fifteen (15) Complimentary Parking coupon • Free Internet Connection • Servers must be well groomed and appropriately dressed • Amenable for coordination meetings/ocular inspection/food-tasting • Presence of technical and logistical staff for the whole duration of the event • Provision of Secretariat/Registration Table and conference signages 	
		<p>A. Target Participants:</p> <p>Batch 13 NCR Regional Tour Guiding Students/Trainees and their guests, Resource Persons for the 30-day training, DOT Assistant Secretary, Director, Regional Director, DOT NCR and OIMD Facilitators/organizers.</p>	

		<p>B. Proposed Program of Activities</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>9:00 AM - 10:00 AM</td> <td>Set up</td> </tr> <tr> <td>10:00 AM – 12:00 NN</td> <td>Registration of students Pre-program presentations - Filipino Brand of Service Excellence - Bisita Be My Guest Incentive Program - NCR’s Product & Market Development Programs</td> </tr> <tr> <td>12:00 NN - 1:00 PM</td> <td>Lunch</td> </tr> <tr> <td>1:00 PM – 3:00 PM</td> <td>Arrival of VIP Guests</td> </tr> <tr> <td>3:00 PM – 6:00 PM</td> <td> <ul style="list-style-type: none"> ● Opening Prayer ● National Anthem ● Acknowledgement of Participants/ Brief Opening Message/ Introduction of Guest of Honor – Director Sharlene Zabala-Batin ● Keynote Message – Assistant Secretary Ma. Rica Bueno ● Presentation of Graduates - Mr. Bienvenido Claravall (Training Director) ● Awarding of Certificates ● Participant’s Response - Class Valedictorian ● Closing Remarks - OIC Director Arlene Alipio ● Class Presentation </td> </tr> <tr> <td>6:00 PM – 7:00PM</td> <td>Egress</td> </tr> </tbody> </table>	Time	Activity	9:00 AM - 10:00 AM	Set up	10:00 AM – 12:00 NN	Registration of students Pre-program presentations - Filipino Brand of Service Excellence - Bisita Be My Guest Incentive Program - NCR’s Product & Market Development Programs	12:00 NN - 1:00 PM	Lunch	1:00 PM – 3:00 PM	Arrival of VIP Guests	3:00 PM – 6:00 PM	<ul style="list-style-type: none"> ● Opening Prayer ● National Anthem ● Acknowledgement of Participants/ Brief Opening Message/ Introduction of Guest of Honor – Director Sharlene Zabala-Batin ● Keynote Message – Assistant Secretary Ma. Rica Bueno ● Presentation of Graduates - Mr. Bienvenido Claravall (Training Director) ● Awarding of Certificates ● Participant’s Response - Class Valedictorian ● Closing Remarks - OIC Director Arlene Alipio ● Class Presentation 	6:00 PM – 7:00PM	Egress	
Time	Activity																
9:00 AM - 10:00 AM	Set up																
10:00 AM – 12:00 NN	Registration of students Pre-program presentations - Filipino Brand of Service Excellence - Bisita Be My Guest Incentive Program - NCR’s Product & Market Development Programs																
12:00 NN - 1:00 PM	Lunch																
1:00 PM – 3:00 PM	Arrival of VIP Guests																
3:00 PM – 6:00 PM	<ul style="list-style-type: none"> ● Opening Prayer ● National Anthem ● Acknowledgement of Participants/ Brief Opening Message/ Introduction of Guest of Honor – Director Sharlene Zabala-Batin ● Keynote Message – Assistant Secretary Ma. Rica Bueno ● Presentation of Graduates - Mr. Bienvenido Claravall (Training Director) ● Awarding of Certificates ● Participant’s Response - Class Valedictorian ● Closing Remarks - OIC Director Arlene Alipio ● Class Presentation 																
6:00 PM – 7:00PM	Egress																
		<p>IV REQUIREMENTS FOR SUPPLIER OF LEASE OF VENUE AND MEALS:</p>															
		<ul style="list-style-type: none"> ▪ Must be located in Makati City; ▪ Filipinization at public areas: Designs that represent Filipino culture or craftsmanship are well-incorporated in decoration, furniture, wall coverings, or other installations in the public area; ▪ With a heritage ambience function room; ▪ With modern amenities and facilities for forum/conference; ▪ Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPs), and must follow procurement procedures 															
		<p>V. LEGAL REQUIREMENTS :</p> <ol style="list-style-type: none"> 1. PHILGEP’s Registration; 2. Valid Mayor’s/Business Permit; 3. Valid DOT accreditation; 4. Latest Income/Business Tax Return. 															
		<p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT (ABC): Php 99,000.00 Pesos : Ninety-Nine Thousand 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>															
		<p>Contact Person: Mr. Lawrence Alcantara, BAC Secretariat ljalcantara@tourism.gov.ph dotncr.bac@tourism.gov.ph</p> <p>Copy furnish: dotncr.tourism.regulation@tourism.gov.ph Ms. Ana Liza Lucas/Ms. Darlene Hazel Serran</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>	
	<p>Note: Deadline of submission is on October 10, 2023 at 8:00am</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