

DEPARTMENT OF TOURISM
National Capital Region
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Date: November 14, 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					
		Project Title: ACCOMMODATION CAPACITY SURVEY Dissemination and Consultation Forum					
		Implementation Date: November 21, 2023					
		SCOPE OF SERVICES / DELIVERABLES AND BUDGETARY REQUIREMENTS					
		<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;"> Lease of Venue supplied with Meals, AVP Materials, Sound Equipment and Basic Seminar Amenities Meals Php1,500.00 (AM and PM Snack and buffet lunch) X 40 pax = PhP 60,000.00 </td> <td style="vertical-align: top;"> Venue <ul style="list-style-type: none"> Pre-arranged classroom type setup Registration and secretariat table High speed internet Inclusive of basic sound system with microphones Inclusive of AVP. Working outlets and extension cords to accommodate electronic devices of 40 pax. Provision of projector cables and adapters for computers with various operating systems. Inclusive of podium/rostrum with microphone. Seminar amenities (notepads, pencils/pens) Establishment's health and safety protocols are in place Complimentary parking for at least 50% of the number of participants Meals <ul style="list-style-type: none"> Must be able to provide meals (AM and PM Snack and Buffet Lunch) for 40 pax Must be able to provide free flowing coffee/tea and water service </td> </tr> </tbody> </table>	Meal Requirement/ Approved Budget	Requirements	Lease of Venue supplied with Meals, AVP Materials, Sound Equipment and Basic Seminar Amenities Meals Php1,500.00 (AM and PM Snack and buffet lunch) X 40 pax = PhP 60,000.00	Venue <ul style="list-style-type: none"> Pre-arranged classroom type setup Registration and secretariat table High speed internet Inclusive of basic sound system with microphones Inclusive of AVP. Working outlets and extension cords to accommodate electronic devices of 40 pax. Provision of projector cables and adapters for computers with various operating systems. Inclusive of podium/rostrum with microphone. Seminar amenities (notepads, pencils/pens) Establishment's health and safety protocols are in place Complimentary parking for at least 50% of the number of participants Meals <ul style="list-style-type: none"> Must be able to provide meals (AM and PM Snack and Buffet Lunch) for 40 pax Must be able to provide free flowing coffee/tea and water service 	
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		APPROVED BUDGET FOR THE CONTRACT (ABC): PESOS : SIXTY THOUSAND ONLY (PhP 60,000.00) <i>*inclusive of all government taxes and other fees</i>					
		REQUIREMENTS FOR SUPPLIER - The venue must be within the City of Manila Area only; - The venue must be a DOT-accredited establishment; - The dine-in venue must be willing to accept the meal hosting on a send-bill arrangement good for approximately 40 persons.					

		<p>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit 2. PhilGEPS Registration 3. Latest Business/Annual Income Tax Return 4. Valid DOT Accreditation 	
		<p>Contact Person: Ms. Collins Karla E. Telmo Project Officer Contact #.: 028-549-5200 loc. 223 Email: cetelmo@tourism.gov.ph</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 November 20, 2023 at 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) & EMAIL ADDRESS

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME