

**DEPARTMENT OF TOURISM**  
National Capital Region  
Telefax: 84595200 local 212  
Direct Line: 84595200 local 212  
Email: dotncr.bac@tourism.gov.ph

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	<b>LEASE OF VENUE WITH SUPPLIED MEALS AND ACCOMMODATIONS</b>									
		<b>Project Title:</b> <b>CONDUCT OF LEARNING NEEDS ASSESSMENT</b>									
		<b>Implementation Date:</b> <b>November 20-21, 2023</b>									
		<p style="text-align: center;"><b>SCOPE OF SERVICES / DELIVERABLES AND BUDGETARY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Overnight Accommodation from November 20, 2023, to November 21, 2023 (4 Rooms with 2 Single Beds)</li> <li>• Function Room for 50 pax (8:00AM - 4:00PM) November 21, 2023 <ul style="list-style-type: none"> <li>- Standard sound system with at least 2 microphones</li> <li>- Free-flowing coffee and tea</li> <li>- Banquet set-up arrangement</li> <li>- LCD Projector and white screen</li> <li>- Whiteboard and Markers</li> <li>- Wi-Fi Connection</li> <li>- Rostrum</li> <li>- Paper and pencil</li> </ul> </li> <li>• AM and PM Snack, and Buffet Lunch: Php 2,050.00 x 50 pax = <b>Php 102,500.00</b> <ul style="list-style-type: none"> <li>- 1 vegetable, 1 soup, 3 Main Entrée, Steamed Rice, Dessert, One round of juice or iced tea drink</li> </ul> </li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">ITEM DESCRIPTION</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Venue with Supplied Meals (Php 2,050.00x 60pax x 2 days) <ul style="list-style-type: none"> <li>• 45 Participants from LGU of Navotas</li> <li>• 5 DOT-NCR Personnel and Speaker</li> </ul> </td> <td style="text-align: center;">102,500.00</td> </tr> <tr> <td>Overnight Room Accommodation for Facilitators (4 rooms)</td> <td style="text-align: center;">22,000.00</td> </tr> <tr> <td style="text-align: center;"><b>GRAND TOTAL (inclusive of Tax)</b></td> <td style="text-align: center;"><b>₱ 124,500.00</b></td> </tr> </tbody> </table>	ITEM DESCRIPTION	AMOUNT	Venue with Supplied Meals (Php 2,050.00x 60pax x 2 days) <ul style="list-style-type: none"> <li>• 45 Participants from LGU of Navotas</li> <li>• 5 DOT-NCR Personnel and Speaker</li> </ul>	102,500.00	Overnight Room Accommodation for Facilitators (4 rooms)	22,000.00	<b>GRAND TOTAL (inclusive of Tax)</b>	<b>₱ 124,500.00</b>	
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<b>GRAND TOTAL (inclusive of Tax)</b>	<b>₱ 124,500.00</b>										
		<p style="text-align: center;"><b><u>APPROVED BUDGET FOR THE CONTRACT (ABC):</u></b> <b>PESOS:ONE HUNDRED TWENTY FOUR THOUSAND FIVE HUNDRED (PhP 124,500.00)</b></p> <p style="text-align: center;"><i>*inclusive of all government taxes and other fees</i></p>									
		<p style="text-align: center;"><b>REQUIREMENTS FOR SUPPLIER</b></p> <ul style="list-style-type: none"> <li>- Must be a DOT-accredited property within Metro Manila</li> <li>- Rates should include all applicable taxes</li> <li>- Willing to provide services on a send-bill arrangement (government procedure) and the use of standard "Department of Tourism contract"</li> <li>- Payment shall be made upon completion of the project and delivery of all requirements as per agreement</li> </ul>									

		<b>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</b> <ol style="list-style-type: none"> <li>1. Valid Mayor's/Business Permit</li> <li>2. PhilGEPS Registration</li> <li>3. Latest Business/Annual Income Tax Return</li> <li>4. Valid DOT Accreditation</li> </ol>	
		<b>Contact Person:</b> Mr. Mark Ryan Isidro - <a href="mailto:mjisdro@tourism.gov.ph">mjisdro@tourism.gov.ph</a> Mobile: 09951088548 Ms. Bea Anna Katrina L. Queñano - <a href="mailto:blquenano@tourism.gov.ph">blquenano@tourism.gov.ph</a> Mobile: 09273047387	
		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 <b>November 20, 2023 at 8:00 am</b>	

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.

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**PRINT NAME OF DEALER/SUPPLIER**

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**ADDRESS OF DEALER/SUPPLIER**

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**CONTACT NUMBER(s) & EMAIL ADDRESS**

**TIN:** \_\_\_\_\_

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**LANDBANK ACCOUNT NUMBER**

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**AUTHORIZED SIGNATURE OVER PRINT NAME**