




Date: November 15, 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	SUPPLY AND DELIVERY OF TOKENS/GIVEAWAYS	
		PROJECT NAME : NORTH LUZON TRAVEL EXPO 2024	
		I. OBJECTIVES: The DOT NCR will be participating in the North Luzon Travel Expo 2023 on November 24 – 28, 2023 at Baguio City. The DOT NCR thru PMDU will be procuring prizes for attendees and participants of the aforementioned event.	
		II. TECHNICAL SPECIFICATIONS /DELIVERABLES:	
		<p>A. DELIVERY DATE:</p> <p>50% of Items – On or before November 23, 2023 50% of Items – On or before November 30, 2022</p> <p>B. DELIVERY PLACE: Department of Tourism – National Capital Region 2/F DOT Bldg, 351 Sen. Gil Puyat Street 1200 Makati City Tel. No. (02) 8459-5200 to 5230 local 212/223</p> <p>C. BAMBOO PEN Quantity: 1,000 pieces Price per piece: Php 25.00 Size: Standard Added print: Colored print, 1 side “DOT – National Capital Region” text print, DESIGN AS SHOWN HEREUNDER:</p> <div style="text-align: center;">  <p>1st side: DOT - NATIONAL CAPITAL REGION</p> </div> <p>D. CANVASS BAG Size: 12 x 16 x 4 inches Quantity: 300 pieces Price per piece: Php 150.00 Added print: 1 or full color print, 1 side (logo size: Max 9” x 9”) DESIGN AS SHOWN HEREUNDER:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>	

		MINIMUM REQUIREMENTS FOR SUPPLIERS	
		A. A Metro Manila based enterprise that offers and will be able to deliver the above-stated specifications; B. Items must be approved by the Project Officers prior to delivery; C. Willing to provide services on send-bill arrangement.	
		Approved Budget For the Contract (ABC) : PhP 70,000..00 PESOS : SEVENTY THOUSAND ONLY <i>* inclusive of all applicable taxes, EVAT/ VAT/ government taxes/ service charge/ and other applicable taxes and charges net</i>	
		TERMS OF PAYMENT 100% billing after delivery of services via send bill arrangement and certification from the project officer of goods and services rendered.	
		DOCUMENTARY REQUIREMENTS TO BE SUBMITTED: 1. Valid Mayor's/Business Permit 2. PHILGEPS Registration 3. Duly notarized Omnibus Sworn Statement	
		Contact Person: MS. MAY MENDOZA-RAMOS - mmramos@tourism.gov.ph . MS. JENNY ANNE PAUL D. GATUS jdgatus@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 November 20, 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