

Date: November 16, 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
1 (ONE)	LOT	LEASE OF VENUE WITH SUPPLIED MEALS AND TOKENS	
		<p>PROJECT NAME:</p> <p style="text-align: center;">ASSOCIATION OF TOURISM OFFICERS (ATO) – NATIONAL CAPITAL REGION (NCR) STRATEGIC PLANNING AND YEAR-END REVIEW</p>	
		<p>BRIEF BACKGROUND AND OBJECTIVES:</p> <p>The Strategic Planning and Year-End Review is a yearly gathering to promote the favorable working relations between the Department of Tourism – National Capital Region (NCR) and stakeholders from the LGU, including the city and municipal mayors and the tourism officers of the National Capital Region thereby ensuring a more responsible and healthy business environment.</p> <p>This activity will assist the tourism officers in focusing and establishing priorities for the promotion and marketing of 16 cities and 1 municipality’s tourism assets, united as ONE-NCR.</p> <ul style="list-style-type: none"> • To present the tourism milestone of each city and municipality for the year; • To discuss updates and address issues, and challenges encountered; • To promote favorable working relations among the tourism officers thereby ensuring a more responsible and healthy business environment; • To present indicative programs, projects, and activities for 2024. 	
		<p>DATE OF ENGAGEMENT:</p> <p style="text-align: center;">23 November 2023</p>	
		<p>TECHNICAL SPECIFICATIONS/DELIVERABLES AND BUDGETARY REQUIREMENTS:</p> <ul style="list-style-type: none"> • Function Room for 60 pax (7:00AM - 8:00PM) - Standard sound system with at least 2 microphones - Free-flowing coffee and tea - Banquet set-up arrangement - LCD Projector and white screen - Whiteboard and Markers - Wi-Fi Connection - Rostrum - Paper and pencil - AM and PM Snack, and Dinner Lunch: - 1 vegetable, 1 soup, 3 Main Entrée, Steamed Rice, Dessert, One round of juice or iced tea drink 	

ITEMS	PARTICULARS	AMOUNT
A. MEAL S	VIP Guests P3,000.00 x 20 pax Regular Participants P2,300.00 X 40 Pax <i>AM & PM Snacks, Lunch, & Dinner</i>	Php 152,000.00
B. TOKENS	P600.00 x 60 pax	Php 36,000.00
GRAND TOTAL		Php 188,000.00
MINIMUM REQUIREMENTS FOR SUPPLIERS		
a. Must be a DOT-accredited property within Metro Manila b. The venue must be willing to accept the hosting on a send-bill arrangement or government procedure and the use of standard Department of Tourism Contract		
APPROVED BUDGET FOR THE CONTRACT PhP 188,000.00 PESOS: ONE HUNDRED EIGHTY EIGHT THOUSAND <i>inclusive of taxes and is subject to appropriate government taxes.</i>		
DOCUMENTARY REQUIREMENTS TO BE SUBMITTED: <ol style="list-style-type: none"> Valid Mayor's/Business Permit PHILGEPS Registration DOT Accreditation Certificate Latest Income Business Tax Return 		
TERMS OF PAYMENT 100% billing after delivery of services and send bill arrangement. Certification from the project officer of services rendered		
Contact Persons: IVANNOVICH T. AGOTE itagote@tourism.gov.ph Mobile: 0908-869-7204		
Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) original sets</u> 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 @ 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)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME