

Date: December 6, 2023

GENTLEMEN:

**REQUEST FOR QUOTATION**

Kindly quote to us your latest price (s) on the following items:

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE						
		<b>LEASE OF VENUE SUPPLIED WITH MEALS AND ACCOMMODATION</b>							
1 (One)	Lot	<b>PROJECT NAME : 4Q RD's MEETING AND FELLOWSHIP NIGHT</b>							
		<p><b>I. BRIEF BACKGROUND:</b> The Department of Tourism – National Capital Region is set to host the upcoming DOT 4th Regional Directors' Meeting and Fellowship Night on December 12, 2023. Among the discussions in place in the upcoming meeting will focus on Golf Tourism, Film Tourism, and Sports Tourism, as well as discussion of thrusts by the Office of Tourism Standards Regulation (OTSR) and Office of Industry Manpower Development (OIMD). Further, the meeting aims to comprehensively assess the performance of the Regional Offices throughout FY 2023 with the goal of creating action plans that are carefully designed to align with the insights derived from these assessments.</p>							
		<p><b>II. OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>• Develop and refine strategies to enhance tourism growth, assess effectiveness of existing tourism policies, identify areas for improvement and adapt policies to address challenges that will be raised on the meeting;</li> <li>• Review key performance indicators to gauge the success of tourism initiatives and identify areas requiring attention or adjustment;</li> <li>• Aims to create a proactive and well-coordinated approach to the development and management of the tourism sector.</li> </ul>							
		<b>III. SCOPE OF WORK / DELIVERABLES</b>							
		<p><b>Date of Engagement:</b> <b>Implementation Date :</b> December 12 -13, 2023 <b>Area :</b> Metro Manila <b>Number of Pax :</b> 50 pax</p>							
		<p>a. Provision of Lease of Venue supplied with Meals and Basic Seminar Amenities and accommodation for DOT Regional Directors and DOT Officials</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%; text-align: center;">Meal Requirement/ Approved Budget</th> <th style="width: 50%; text-align: center;">Requirements</th> </tr> </thead> <tbody> <tr> <td></td> <td> <p><b>RD's Meeting Proper (8AM to 5PM)</b> <b>Meeting Meals</b> Php2,200.00 (AM Snack, PM Snack and Lunch) X 50 pax x 1 day (DOT Officials, DOT Regional Directors, DOT Regional Staff, DOT-NCR Secretariat Team, DOT RMS Team)</p> <p><b>Fellowship Night (6PM – 10PM)</b> Buffet Dinner Php 1,200.00/pax x 50 pax (DOT Officials, DOT Regional Directors, DOT Regional Staff, DOT-NCR Secretariat Team, DOT RMS Team)</p> <p><b>Accommodation</b> (DOT Officials, DOT Regional Directors, DOT Regional Staff) Twin Sharing Room for 16 pax with breakfast Php 2,200.00/room x 8 rooms x 1 night Breakfast for 16 pax for 1 day Php 220.00/pax</p> </td> <td> <ul style="list-style-type: none"> <li>• Pre-arranged banquet setup</li> <li>• In-house high-speed Wi-Fi</li> <li>• Free flowing coffee and tea</li> <li>• Inclusive of AVP (projector and wide screen)</li> <li>• Inclusive of podium/rostrum with microphone</li> <li>• Seminar amenities (notepads, pencils/pens)</li> <li>• Must be able to provide events and banquet team to assist during setup and event proper</li> <li>• Establishment's health and safety protocols including disinfection and physical distancing practices are in place</li> </ul> </td> </tr> </tbody> </table>		Meal Requirement/ Approved Budget	Requirements		<p><b>RD's Meeting Proper (8AM to 5PM)</b> <b>Meeting Meals</b> Php2,200.00 (AM Snack, PM Snack and Lunch) X 50 pax x 1 day (DOT Officials, DOT Regional Directors, DOT Regional Staff, DOT-NCR Secretariat Team, DOT RMS Team)</p> <p><b>Fellowship Night (6PM – 10PM)</b> Buffet Dinner Php 1,200.00/pax x 50 pax (DOT Officials, DOT Regional Directors, DOT Regional Staff, DOT-NCR Secretariat Team, DOT RMS Team)</p> <p><b>Accommodation</b> (DOT Officials, DOT Regional Directors, DOT Regional Staff) Twin Sharing Room for 16 pax with breakfast Php 2,200.00/room x 8 rooms x 1 night Breakfast for 16 pax for 1 day Php 220.00/pax</p>	<ul style="list-style-type: none"> <li>• Pre-arranged banquet setup</li> <li>• In-house high-speed Wi-Fi</li> <li>• Free flowing coffee and tea</li> <li>• Inclusive of AVP (projector and wide screen)</li> <li>• Inclusive of podium/rostrum with microphone</li> <li>• Seminar amenities (notepads, pencils/pens)</li> <li>• Must be able to provide events and banquet team to assist during setup and event proper</li> <li>• Establishment's health and safety protocols including disinfection and physical distancing practices are in place</li> </ul>	
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		<p>b. The venue must be within the Makati Area only; c. The venue must be a DOT-accredited establishment;</p>																			
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		<p><b>LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Must show proof of PHILGEP's registration;</li> <li>2. Must submit current Mayor's Permit;</li> <li>3. Must show proof of DOT accreditation;</li> <li>4. Duly Notarized Omnibus Sworn Statement;</li> </ol>																			
		<p style="text-align: center;"><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b> <b>( ₱191,200.00 )</b></p> <p><b>PESOS : ONE HUNDRED NINETY-ONE THOUSAND TWO HUNDRED</b> <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i> <b>net</b> upon completion of the project and delivery of all requirements as agreed upon. <b>Government procedure and subject to appropriate government taxes</b></p>																			
		<p><b>Contact Persons:</b> MS. COLLINS KARLA TELMO - <a href="mailto:cetelmo@tourism.gov.ph">cetelmo@tourism.gov.ph</a> MS. JENNY ANNE PAUL D. GATUS - <a href="mailto:jdgatus@tourism.gov.ph">jdgatus@tourism.gov.ph</a></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 <b>December 11, 2023 at 8:00am</b></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**

