

**DEPARTMENT OF TOURISM**  
National Capital Region  
Telefax: 8553-3530  
Direct Line: 8553-3531/09202909993  
Email: dotncr.bac@tourism.gov.ph

Date: May 9, 2024

GENTLEMEN:

**REQUEST FOR QUOTATION**

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE																
		<b>SUPPLY AND DELIVERY OF ORGANIZATIONAL CHART</b>																	
<b>1 (One)</b>	<b>Lot</b>	<b>PROJECT NAME: DOT – NCR ORGANIZATIONAL CHART AND DOT QUALITY POLICY</b>																	
		<b>I. BRIEF BACKGROUND:</b>																	
		The organizational chart of the Department of Tourism - National Capital Region (DOT-NCR) holds significant importance. It provides a transparent visual representation of the hierarchical structure, effectively outlining reporting lines, roles, and responsibilities. This facilitates improved communication, coordination, and operational efficiency, vital for effectively serving the public. Additionally, displaying the Quality Policy reinforces government compliance, guiding stakeholders and raising awareness of the department's commitment to delivering high-quality services.																	
		<b>II. SCOPE OF SERVICES /DELIVERABLES:</b>																	
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 60%;">Particulars</th> <th style="width: 15%;">Quantity</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IA</td> <td style="text-align: center;"><b>DOT-NCR Organizational Chart and DOT Quality Policy</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td>           Specifications for Org Chart:           <ol style="list-style-type: none"> <li>1. The Org Chart Design should be sticker laminated in acrylic with 50 acrylic pockets for picture insertion;</li> <li>2. Printing of photos for insertion in the acrylic pockets (50 max or depending on the actual headcount of personnel);</li> <li>3. Size: (L) 5.32 ft x (H) 7.75 ft wall mounted</li> </ol>           Specifications for Quality Policy:           <ol style="list-style-type: none"> <li>4. Sticker sandwiched in acrylic;</li> <li>5. 2 ft x 1 ft wall mounted, 3 mm</li> </ol>           Other details:           <ul style="list-style-type: none"> <li>• DOT-NCR will provide the approved layout and file for all the materials needed; and</li> <li>• Inclusion of mounting services</li> </ul> </td> <td style="text-align: center; vertical-align: middle;"><b>One (1)</b></td> <td style="text-align: center; vertical-align: middle;"><b>PHP 88,000</b></td> </tr> <tr> <td></td> <td><b>TOTAL COST: Inclusive of all Applicable Taxes</b></td> <td></td> <td style="text-align: center;"><b>PHP 88,000</b></td> </tr> </tbody> </table>		Particulars	Quantity	Total	IA	<b>DOT-NCR Organizational Chart and DOT Quality Policy</b>				Specifications for Org Chart: <ol style="list-style-type: none"> <li>1. The Org Chart Design should be sticker laminated in acrylic with 50 acrylic pockets for picture insertion;</li> <li>2. Printing of photos for insertion in the acrylic pockets (50 max or depending on the actual headcount of personnel);</li> <li>3. Size: (L) 5.32 ft x (H) 7.75 ft wall mounted</li> </ol> Specifications for Quality Policy: <ol style="list-style-type: none"> <li>4. Sticker sandwiched in acrylic;</li> <li>5. 2 ft x 1 ft wall mounted, 3 mm</li> </ol> Other details: <ul style="list-style-type: none"> <li>• DOT-NCR will provide the approved layout and file for all the materials needed; and</li> <li>• Inclusion of mounting services</li> </ul>	<b>One (1)</b>	<b>PHP 88,000</b>		<b>TOTAL COST: Inclusive of all Applicable Taxes</b>		<b>PHP 88,000</b>	
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		<b>III. LEGAL/TECHNICAL REQUIREMENTS</b>																	
		<ol style="list-style-type: none"> <li>1. Current Mayor's/Business Permit</li> <li>2. PhilGEPS Registration Number</li> <li>3. Notarized Omnibus Sworn Statement</li> </ol>																	
		<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b> <b>Php 88,000.00</b> <b>Pesos: Eighty-Eight Thousand Only</b> <small>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</small>																	
		<b>Contact Persons:</b> Mr. Gregorio G. Limpin IV - <a href="mailto:gglimpin@tourism.gov.ph">gglimpin@tourism.gov.ph</a>																	

	<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><b>DOT NCR BAC SECRETARIAT</b>  <b>Mr. Lawrence J. Alcantara - Head, NCR BAC Secretariat</b>  <b>7840 Makati Avenue, Poblacion, Makati City</b></p>	
	<p>Note: Deadline of submission is on <b>May 14, 2024 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

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**PRINT NAME OF DEALER/SUPPLIER**

\_\_\_\_\_

**ADDRESS OF DEALER/SUPPLIER**

\_\_\_\_\_

**CONTACT NUMBER(s)**

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

\_\_\_\_\_

**LANDBANK ACCOUNT NUMBER**

\_\_\_\_\_

**AUTHORIZED SIGNATURE OVER PRINT NAME**