

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

Date: June 28, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE									
		LEASE OF VENUE WITH SUPPLIED MEALS										
1 (One)	Lot	PROJECT NAME : HOSTING FOR TOURISM CONGRESS OF THE PHILIPPINES' LUZON CLUSTER REGIONAL CONSULTATIVE FORUM FOR 2024										
		<p>I. BRIEF BACKGROUND :</p> <p>The Tourism Congress of the Philippines (TCP) is a private sector consultative body that that assists the government in developing and implementing tourism policies. The TCP is composed of representatives from tourism enterprises from around the nation and serves as the tourism industry's voice on national issues, particularly those impacting the private sector. The TCP will be organizing the 2nd Luzon Cluster Regional Consultative Forum on July 9, 2024, with the theme "Boosting Tourism Experience in Luzon". The program will be having series of topics with the headline "Creating Opportunities for Local Tourism Development."</p>										
		<p>II. OBJECTIVE :</p> <p>a. To demonstrate exemplary practices and emphasize the application of sustainable tourism principles;</p> <p>b. To create dialogue with heads of tourism enterprises on their concerns to the DOT and its attached agencies;</p> <p>c. To update the guests on the tourism development initiatives of the new administration.</p>										
		<p>III. SCOPE OF SERVICES / REQUIREMENTS :</p>										
		<ul style="list-style-type: none"> • Must be a DOT-accredited property within Makati City • Venue for 150 pax on July 09, 2024 (1:00PM- 5:00PM) <ul style="list-style-type: none"> - Standard sound system with at least 3 microphones - Free -flowing coffee and mints - Classroom-type set up seating arrangements - LCD Projector and white screen - Wifi Connection - Parking Space - Rostrum - Philippine Flag - Paper and pens • Meal for 150 pax with a round of drinks <p>BUDGETARY REQUIREMENTS :</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">ITEMS</th> <th style="width: 40%;">PARTICULARS</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Venue and Meals</td> <td>Php 1,000.00 X 150 pax</td> <td style="text-align: right;">Php150,000.00</td> </tr> <tr> <td>GRAND TOTAL</td> <td></td> <td style="text-align: right;">Php150,000.00</td> </tr> </tbody> </table>	ITEMS	PARTICULARS	AMOUNT	Venue and Meals	Php 1,000.00 X 150 pax	Php150,000.00	GRAND TOTAL		Php150,000.00	
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GRAND TOTAL		Php150,000.00										

		IV. PAYMENT PROCEDURE	
		➤ Send Bill Arrangement	
		Documentary Requirements to be Submitted:	
		1. Mayor's Business Permit 2. PHILGEPS Membership 3. DOT Accreditation Certificate	
		Approved Budget for the Contract (ABC): Php 150,000.00 Pesos : One Hundred Fifty Thousand Only <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>	
		Contact Persons: 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 7840 Makati Avenue, Poblacion, Makati City	
		Note: Deadline of submission is on July 04, 2024 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)

Email ADDRESS

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME