

Date: June 25, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE						
		LEASE OF VENUE SUPPLIED WITH MEALS AND BASIC LIGHTS AND SOUND EQUIPMENT							
1 (One)	Lot	PROJECT NAME : HOSTING OF MODERN AND CONTEMPORARY ART FESTIVAL (MoCAF) 2024							
		<p>I. BRIEF BACKGROUND:</p> <p>The Department of Tourism (DOT) through its National Capital Region Office (NCR), will be in partnership with Modern and Contemporary Art Festival (MoCAF) in hosting the Philippine's most dynamic Art Festival by bringing together the very best in visual artistry, highly esteemed galleries, as well as the most discerning art aficionados happening this July 05 to 07, 2024.</p> <p>MoCAF's mission is to showcase works from both modern masters and cutting-edge contemporary artists through well-curated special exhibitions. They aim to promote young and emerging Filipino artists, empowering them through participation in the art festival. Additionally, they strive to enliven interest in the arts across all sectors of society, fostering the education of new art audiences. By highlighting arts and culture as essential elements for social development, a space for cultural communication and exchange through art will be created.</p>							
		<p>II. OBJECTIVES:</p> <ul style="list-style-type: none"> • The DOT can leverage the event to draw art enthusiasts, collectors, cultural artists and to attract a diverse and international audience to the region, increasing tourist receipts and spending; • To position the Region as a premier cultural and art destination on both national and global scale making it more attractive not only to tourists but also to potential investors; and • To nurture and promote local artists by providing them with platforms to showcase their work, reach wider audiences, and encourage the growth of culture and art sector. 							
		<p>III. SCOPE OF WORK / DELIVERABLES</p> <p>Target Participants : 1,000 guests (Season collectors, young CEOs / working professionals in different industries, artists and art aficionados, sophisticated audiences, and affluent professionals with tremendous spending power who appreciate art and fine living)</p> <p>Implementation Date : July 02 to 08, 2024</p> <p>a. The venue must be within the Taguig City only;</p> <p>b. The venue must be able to cater the requirements of the requesting party; and</p> <p>c. The venue must be willing to accept the venue hosting on a send-bill arrangement.</p>							
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Meal Requirement/ Approved Budget</th> <th style="width: 60%;">Requirements</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 Lot</td> <td>Lease of Venue supplied with Meals and Lights and Sound Equipment</td> <td> <p>Venue</p> <p>Must be within the Taguig City area with the following specifications:</p> <ul style="list-style-type: none"> • Floor Area: At least 1,250 square meters and can accommodate up to 1,000 guests and the needed space for the stage area and art exhibit area • Rental Period: July 02 to 04, 2024 (3 days) for preparations and ingress; July 05 to 07, 2024 for the actual event; and July 08, 2024 for egress. • Use of the venue for 12 hours on July 02 to 07, 2024 (10:00 AM to 10:00 PM) and July 08, 2024 (1:00 AM to 12:00 NN) • Must be air-conditioned and pillar less with built-in audio-visual equipment, electrical provision, and high-speed wireless internet </td> </tr> </tbody> </table>		Meal Requirement/ Approved Budget	Requirements	1 Lot	Lease of Venue supplied with Meals and Lights and Sound Equipment	<p>Venue</p> <p>Must be within the Taguig City area with the following specifications:</p> <ul style="list-style-type: none"> • Floor Area: At least 1,250 square meters and can accommodate up to 1,000 guests and the needed space for the stage area and art exhibit area • Rental Period: July 02 to 04, 2024 (3 days) for preparations and ingress; July 05 to 07, 2024 for the actual event; and July 08, 2024 for egress. • Use of the venue for 12 hours on July 02 to 07, 2024 (10:00 AM to 10:00 PM) and July 08, 2024 (1:00 AM to 12:00 NN) • Must be air-conditioned and pillar less with built-in audio-visual equipment, electrical provision, and high-speed wireless internet 	
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			<ul style="list-style-type: none"> • Must be able to allow ingress time of at least two (2) hours before the event and egress time of maximum twelve (12) hours after the event • Must be able to provide events and banquet team to assist during setup and event proper • Must be able to provide at least three (3) holding rooms • Must be able to provide at least ten (10) complimentary parking passes per day <p>Meals</p> <ul style="list-style-type: none"> • Must be able to provide canapés good for 700 pax on the Opening Day (July 05) • Must be able to provide cocktail drinks/open bar good for 700 pax on the Opening Day (July 05) • Must be able to provide crew meals good for 50 pax from July 05 to 07 	
		Approved Budget (inclusive of tax):	Total: Php2,000,000.00	
		IV. TERMS OF PAYMENT		
		➤ Send-Bill Arrangement of the total amount after completion of the event.		
		V. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS		
		<ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit; 2. PhilGEPS Registration Accreditation; 3. Latest Income/Business Tax Return; 4. Original Certified True Copy of Duly Notarized Omnibus Sworn Statement; 		
		APPROVED BUDGET FOR THE CONTRACT (ABC) Php 2,000,000.00 Pesos : TWO MILLION 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. Olivia Nicole Maniti - ocmaniti@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 June 28, 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)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME