



Date: August 16, 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 PRIZES/GIVEAWAYS</b>	
1 (One)	Lot	<b>PROJECT NAME: DOT-NCR'S PARTICIPATION TO THE 35<sup>th</sup> PHILLIPINE TRAVEL MART</b>	
		<b>I. BRIEF BACKGROUND:</b> The upcoming Philippine Travel Mart (PTM) on its 35th year, scheduled to take place from September 6-8, 2024, is longest running travel trade exhibition in the Philippines. It offers a unique platform to showcase our region's attractions, culture, and travel opportunities to a wide audience, including potential tourists, travel agents, and media representatives. Participating in this event is a strategic opportunity to boost the visibility of our region and attract more visitors.	
		<b>II. OBJECTIVES:</b> 1. To support domestic tourism recovery by participating in the travel fair 2. To promote Metro Manila and establish new business networks in the Capital 3. To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital 4. To familiarize the region's tourism stakeholders with other regional attractions and tour offerings	
		<b>III. SCOPE OF WORK / DELIVERABLES</b>	
		<b>Delivery Date</b> : September 4, 2024 <b>Area</b> : Department of Tourism – National Capital Region 7840 Makati Ave., Poblacion, Makati City	
		<b>Item 1:</b> Bamboo Pen Quantity: 500 pieces Price per piece: Php 25.00 Size: Standard Added print: Colored print, 1st side "DOT – National Capital Region" text print	
			
		<b>Item 2:</b> Canvass Bag Size: 12 x 16 x 4 inches body, flat, handle must be 2-inch wide Quantity: 150pieces Price per piece: Php 150.00 Added print: 1 side full color print	
			

**Item 3:**

Bucket Hat  
 Size: Adult Size with 58cm head circumference  
 Quantity: 200 pieces  
 Price per piece: Php 260.00  
 Added print: 2x3in print embroidered

**Item 4:**

Polo Shirt, cotton  
 Size: Assorted, Adult XS-XXXL Unisex  
 Quantity: 45 pieces  
 Price per piece: Php 400  
 Added print: Front – 1 left size, 2x3in print embroidered  
 Back- 2x2in, colored print



BUDGET BREAKDOWN	
Item 1: Ballpen	Php 12,500.00
Item 2: Canvass Bag	Php 22,500.00
Item 3: Bucket Hat	Php 52,000.00
Item 4: Polo Shirt	Php 18,000.00

**LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS**

1. Must show proof of PHILGEP's registration;
2. Must submit current Mayor's Permit;
3. Omnibus Sworn Statement.

**APPROVED BUDGET FOR THE CONTRACT (ABC)****( ₱105,000.00 )****ONE HUNDRED FIVE THOUSAND PESOS ONLY**

*\* 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**

**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 Raya Regenerative Bldg, Makati Avenue, Makati City

Note: Deadline of submission is on **August 22, 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

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**PRINT NAME OF DEALER/SUPPLIER**


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**ADDRESS OF DEALER/SUPPLIER**


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**CONTACT NUMBER(s)**


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**Email ADDRESS**


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

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**LANDBANK ACCOUNT NUMBER**


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**AUTHORIZED SIGNATURE OVER PRINT NAME**