

Date: June 25, 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
		<b>LEASE OF VENUE</b>	
1 (One)	LOT	<b>PROJECT NAME : DOT-NCR DELIVERING REMARKABLE AND INCLUSIVE SERVICE EXCELLENCE TOWARDS SUSTAINABLE TOURISM (D.R.I.V.E.S.): A SEMINAR FOR TOURIST DRIVERS</b>	
		<p><b>I. BRIEF BACKGROUND :</b></p> <p>The Department of Tourism – National Capital Region, through its Industry Manpower Development Unit and in collaboration with the Tourism Regulation Division, will be conducting a seminar for tourist drivers entitled “Delivering Remarkable and Inclusive Service Excellence Towards Sustainable Tourism (D.R.I.V.E.S.)”.</p> <p>This training program is specially designed for the accreditation of NCR’s tourist drivers in line with the thrust of the Office to provide tourism frontliners trainings with the goal of increasing awareness and appreciation on the nature and benefits derived from tourism. This will further improve, develop, and expand their role as drivers become sources of tourism information, and acquire their support in the Department’s promotional efforts of the country.</p>	
		<p><b>II. OBJECTIVES :</b></p> <ul style="list-style-type: none"> <li>• To continuously improve the quality of service provided by the frontline officers and raise customer satisfaction;</li> <li>• To equip the participants with effective techniques to handle customer concerns through a tourists’ friendly approach;</li> <li>• To promote ethical and sustainable tourism practices that respect the rights of the children and women</li> <li>• To describe the communication process, barriers to communication and listening skills as effective communication tools among the participants in order to produce more empathetic and efficient frontline officers</li> </ul> <p><b><u>Gender Development Objectives:</u></b></p> <ul style="list-style-type: none"> <li>✦ Promote equal opportunities for men and women to receive training and be employed in the tourism industry;</li> <li>✦ Targeting some 45% women participants.</li> </ul>	
		<b>III. SCOPE OF WORK / REQUIREMENTS</b>	
		<p><b>Implementation Date : August 5 &amp; 6, 13 &amp; 14, 19 &amp; 20, 26 &amp; 27 and September 3 &amp; 4, 2024</b></p> <p><b>Venue : within Poblacion, Makati</b></p> <p><b>Target Participants : Non-DOT Accredited Tourist Drivers and Facilitators</b></p> <ul style="list-style-type: none"> <li>• Must be a DOT-accredited property within Poblacion, Makati City</li> <li>• Function Room for 55 pax (7:30AM- 6:00PM) <ul style="list-style-type: none"> <li>- Standard sound system with at least 3 microphones</li> <li>- Free -flowing coffee</li> <li>- Classroom-type seating arrangement</li> <li>- LCD Projector and white screen or TV Screens for presentations</li> <li>- Wifi Connection</li> <li>- Parking Space</li> <li>- Rostrum</li> <li>- Paper and pencil</li> <li>- Philippine Flag</li> <li>- AM and PM Snack, and Buffet Lunch (1 vegetable, 1 soup, 3 Main Entrée, Steamed Rice, Dessert, One round of juice or iced tea drink)</li> </ul> </li> </ul>	

		<b>BUDGETARY REQUIREMENTS</b>	
		<b>DOT-NCR Delivering Remarkable and Inclusive service Excellence towards Sustainable Tourism (D.R.I.V.E.S.): A Seminar for Tourist Drivers</b>	
		<b>PARTICULARS</b>	<b>ITEM AMOUNT</b>
		Lease of Venue with supplied meals (Php 1,200 x 55pax x 2 days x 5 runs)	Php 660,000.00
		<b>TOTAL</b>	<b>₱ 660,000.00</b>
		<b>MINIMUM REQUIREMENTS:</b>	
		1. Send Bill Arrangement	
		<b>Documentary Requirements to be Submitted:</b>	
		<ul style="list-style-type: none"> <li>• Valid Mayor's Business Permit</li> <li>• PHILGEPS Membership</li> <li>• DOT Accreditation Certificate</li> <li>• Duly Notarized Omnibus Sworn Statement</li> <li>• Latest Income / Business Tax Return</li> </ul>	
		<b>Approved Budget for the Contract (ABC):</b> <b>Php 660,000.00</b> <b>Pesos : Six Hundred Sixty 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. Mark Ryan Isidro - <a href="mailto:mjsidro@tourism.gov.ph">mjsidro@tourism.gov.ph</a>	
		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 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City	
		Note: Deadline of submission is on <b>June 28, 2024 at 8:00am</b>	

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**