

Date: August 19, 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>VAN HIRE/RENTAL ( SERVICE OF A DOT-ACCREDITED TOURIST TRANSPORT OPERATOR )</b>	
1 (ONE)	UNIT	<b>PROJECT NAME : CONDUCT OF TOURISM ENTERPRISE FORUM FOR NCR STAKEHOLDERS</b>	
		<b>I. SCOPE OF SERVICES / TECHNICAL SPECIFICATIONS :</b>	
		<b>Date of Engagement:</b> <b>Implementation Date : October 18, 2024</b> (min of 10 hrs , overtime pay included) <b>Itinerary : Metro Manila ( Quezon City- Makati – Manila) ***</b> <i>Subject to change</i> ** 1 (one) unit of airconditioned van ** inclusive of : driver, driver’s meals, fuel, parking and toll fees , driver’s fee ** first aid kit on board ** preferably with waze directional app	
		<b>MINIMUM REQUIREMENTS :</b>	
		A. ** itinerary subject to change B. ** willing to enter “send bill arrangement” Willing to provide services on send-bill arrangement.	
		<b>Documentary Requirements to be Submitted:</b>	
		1. Mayor’s Business Permit 2. PHILGEPS Membership 3. DOT Accreditation Certificate	
		<b>Approved Budget for the Contract (ABC):</b> <b>Php 9,200.00.00</b> <b>Pesos : Nine Thousand Two Hundred Only</b> <i>* 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.</i> <i>Government procedure and subject to appropriate government taxes</i>	
		<b>Contact Persons:</b> <b>Ms. Mariville P. Ramos - <a href="mailto:mpramos@tourism.gov.ph">mpramos@tourism.gov.ph</a></b> - 09164340478	
		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:  <b>DOT NCR BAC SECRETARIAT</b> <b>Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat</b> <b>7840 Makati Avenue, Poblacion, Makati City</b>	
		Note: Deadline of submission is on <b>August 22, 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**

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**ADDRESS OF DEALER/SUPPLIER**

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**CONTACT NUMBER(s)**

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**Email ADDRESS**

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

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**LANDBANK ACCOUNT NUMBER**

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**AUTHORIZED SIGNATURE OVER PRINT NAME**

NCR-ADMIN-PMD-004-00