

**DEPARTMENT OF TOURISM**  
National Capital Region  
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Email: dotncr.bac@tourism.gov.ph

Date: October 28, 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>LEASE OF VENUE</b>	
<b>1 (One)</b>	<b>Lot</b>	<b>I. PROJECT NAME : SEATRADE CRUISE ASIA PACIFIC (SCAP) 2024</b>	
		<p><b>I. BRIEF BACKGROUND:</b></p> <p>Seatrade Cruise (STC) Asia is a must-attend for the global cruise industry, as it is the leading cruise event focusing on the potential of Asia as a destination and as a market. The event brings together key stakeholders from the cruise community to learn, network and do business in this thriving region. With many of the regional industry's key players attending, STC Asia provides an unrivalled platform for meaningful networking opportunities. The event is attended by over 40+ cruise industry figures, key decision makers, and purchasers, and is attended by cruise stakeholders ranging from itinerary planners, port agents, excursion handlers, government agencies and cruise associations. The event will feature a 2-day conference session, networking opportunities, and familiarization trips for select cruise line executives. The 2024 edition of the event will be held from November 12 to 13, 2024 at the Shangri-la The Fort, Bonifacio Global City, Taguig.</p> <p>In line with this, the Department of Tourism (DOT) has been tapped by the official event organizer to host welcome reception arrangements in Manila for the STC Asia 2024 VIPs, delegates, government officials, and cruise executives.</p>	
		<p><b>II. OBJECTIVES:</b></p> <p>Through the sponsorship for STC 2024, the DOT aims to achieve the following:</p> <ul style="list-style-type: none"> <li>• To maintain an aggressive presence and reinforce destination recall of the Philippines in the global cruise industry;</li> <li>• To showcase the Philippines as unique and cruise-friendly destination to Cruise Line Executives and Industry Leaders, and strengthen the attractiveness for cruises to call to the country;</li> <li>• To liaise with deployment managers of cruise line companies that are scheduled to call in the Philippines to address all their operational concerns, provide institutional support needed and ensure that all the scheduled calls will materialize; and</li> <li>• To eventually lead to increased foreign tourist arrivals and contribute to the Department's target arrivals for 2024.</li> </ul>	
		<b>III. SCOPE OF WORK / DELIVERABLES</b>	
		<p><b>The DOT-NCR requires an accommodation with a function room with the following set-up:</b></p> <p><b>A. Venue</b></p> <ol style="list-style-type: none"> <li>1. Date: November 11, 2024 1800H</li> <li>2. Must be a DOT-accredited, hotel in Makati, Pasay, Paranaque areas for the following requirements: <ul style="list-style-type: none"> <li>- Can accommodate 400-500 pax</li> <li>- Meals (heavy cocktails with local delicacies of different regions for 400 pax)</li> <li>- Open Bar</li> <li>- Cultural performers</li> <li>- Acoustic Live Band</li> <li>- Led walls for Regional AVPs</li> <li>- Lights and Sounds</li> <li>- Stage</li> <li>- Emcee/host</li> <li>- Buses to pick up delegates from Shang-La, BGC to Okada, Manila and vice versa.</li> <li>- Philippine Fiesta Theme Decor</li> <li>- Backdrop with STC lay out design including DOT Logo, and Love the Philippines</li> </ul> </li> </ol>	

		<b>IV. MINIMUM REQUIREMENTS:</b>	
		<ul style="list-style-type: none"> <li>• Within Makati, Pasay or Paranaque area;</li> <li>• Has an event venue/function hall, tables, equipment, and facilities sufficient for the conduct of the seminar/workshop for 450-500 pax; and</li> </ul>	
		<b>V. TERMS OF PAYMENT</b>	
		➤ Send-Bill Arrangement of the total amount after completion of the event.	
		<b>VI. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS</b>	
		a. Valid Mayor's Permit / license to operate; b. PhilGeps Registration Number c. Department of Tourism Accreditation d. Latest Income/Business Tax Return	
		<p style="text-align: center;"><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>  <b>Php 2,595,615.01</b>  <b>Pesos : Two Million Five Hundred Ninety-Five Thousand Six Hundred Fifteen and .01/100 Only</b></p> <p style="text-align: center;"><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></p>	
		<b>Contact Person:</b>	
		Ms. May M. Ramos- <a href="mailto:mmramos@tourism.gov.ph">mmramos@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:  <b>DOT NCR BAC SECRETARIAT</b> <b>Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat</b> <b>7840 Makati Avenue, Poblacion, Makati City</b>	
		<b>Note:</b> Deadline of submission is on <b>November 04, 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)**

\_\_\_\_\_  
**Email ADDRESS**

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

\_\_\_\_\_  
**LANDBANK ACCOUNT NUMBER**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OVER PRINT NAME**