

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

Date: September 24, 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
		LEASE OF VENUE SUPPLIED WITH MEALS	
1 (One)	Lot	PROJECT NAME : CONDUCT OF TOURISM ENTERPRISE FORUM FOR NCR STAKEHOLDERS	
		<p>I. BRIEF BACKGROUND :</p> <p>The Tourism Enterprise Forum (TEF) is a one-day seminar with the managers and staff of tourism enterprises. The forum aims to educate the tourism enterprises on the importance of monitoring local tourism indicators as well as uphold the importance of local compilation and solicit the commitment in the reporting of a reliable and credible data. Local tourism and planning officers may also attend the forum for them to update and refresh their basic tourism data gathering capabilities. This is also recommended for private stakeholders and LGU offices in order to orient their staff in the legwork of data gathering.</p>	
		<p>II. OBJECTIVES / GOALS :</p> <ul style="list-style-type: none"> ➤ The project seeks to capacitate the regional and local tourism stakeholders in the standard methodologies of compiling tourism data and monitoring travel and tourism in local destinations. ➤ It aims to highlight the importance of tourism statistics/data gathering that will help tourism enterprises and local government ascertain the desired economic results 	
		<p>III. SCOPE OF SERVICES / DELIVERABLES :</p>	
		<p>Date of Engagement:</p> <p style="padding-left: 40px;">Implementation Date : October 18, 2024 (7:00 am – 5:00 pm)</p> <p style="padding-left: 40px;">Venue : Quezon City</p> <p>*** Note : DOT-NCR Secretariat will arrive as early as 6:30 am</p>	
		<p>Type of Meals :</p> <ul style="list-style-type: none"> ➤ AM snacks with one round of soda/juice ➤ Lunch Buffet , not managed/assisted with one round of soda/juice ➤ PM snacks with one round of soda/juice ➤ With flowing coffee and tea <ul style="list-style-type: none"> - hotel must be located in Quezon City - provision of 3 sets of meals : am snacks , pm snacks and buffet lunch not managed or assisted for one day - flowing coffee/ tea - wifi access to the participants - provision of projector, white screen , podium and public address system at least 3 microphones - free parking space for the participants (at least 25 parking tickets) - function room must be spacious and can comfortably accommodate the 40 participants and other guests - Round-table set-up - Provision of Registration table inside the function room and telephone - Technical staff from the hotel must be on standby during the event to trouble shoot in case of technical failure 	

		MINIMUM REQUIREMENTS :	
		A. Willing to enter “ <i>send bill arrangement</i> ” or <i>government procedure</i> and the use of “ <i>Standard Dept. of Tourism Contract</i> ”	
		Documentary Requirements to be Submitted:	
		<ul style="list-style-type: none"> • Valid Mayor’s/Business Permit; • PhilGEPS Registration Number; • DOT Accreditation Certificate • Duly Notarized Omnibus Sworn Statement; 	
		Approved Budget for the Contract (ABC): Php 68,000.00 Pesos : Sixty-Eight Thousand Only <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>	
		Contact Persons: Ms. Mariville P. Ramos - mpramos@tourism.gov.ph - 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: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 7840 Makati Avenue, Poblacion, Makati City	
		Note: Deadline of submission is on October 01, 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)

Email ADDRESS

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME