

Date: December 02, 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>VENUE WITH SUPPLIED MEALS</b>	
1 (One)	Lot	<b>PROJECT NAME : DOT-NCR'S HOSTING OF THE FAMILIARIZATION TOUR FOR 2GO GROUP, INC. IN MANILA</b>	
		<p><b>I. BRIEF BACKGROUND:</b></p> <p>The 2GO Group, Inc., is the Philippines's largest integrated transportation and logistics provider having five business units namely, 2GO Sea Solutions, 2GO Special Containers, 2GO Logistics, 2GO Distribution, and 2GO Express.</p> <p>Last August 2024, the 2GO Group, Inc. has partnered with the Department of Tourism – National Capital Region for the Filipino Brand of Service Excellence (FBSE) Training Program. This partnership resulted to 14 2GO high-ranked employees trained under Train-the-Trainer Course for the FBSE, allowing them to train other team members in their respective groups.</p> <p>In line with this, the 2GO Group, Inc. recently requested a familiarization tour in Manila on December 05, 2024 for their employees across the country. This familiarization tour will not just elevate the skills of their employees but also reinforce them the mission to promote the beauty of Manila and inspire more Filipinos to explore the vibrant city.</p>	
		<b>II. SCOPE OF WORK / DELIVERABLES</b>	
		<p><b>Date of Engagement :</b></p> <p style="padding-left: 20px;"><b>Implementation Date :</b> December 05, 2024 <b>Area :</b> within Metro Manila</p> <p>The DOT-NCR requires a venue that will cover the following:</p> <p>A. Buffet Lunch with Performer</p> <ol style="list-style-type: none"> <li>1. Date: December 05, 2024</li> <li>2. Must be a Venue for the following requirements:</li> </ol> <p>Hosted Lunch of DOT NCR with Performer</p> <ul style="list-style-type: none"> <li>- Buffet Lunch</li> <li>- One Round of Iced Tea</li> <li>- Exclusive use of venue</li> <li>- Sound System</li> <li>- Music Performer</li> <li>- 180 pax and vice-versa</li> </ul>	
		<p><b>III. TERMS OF PAYMENT</b></p> <p style="padding-left: 20px;">➤ Must be willing to provide services on a send-bill arrangement.</p>	
		<b>IV. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS</b>	
		<ol style="list-style-type: none"> <li>a. Valid Mayor's Permit / license to operate;</li> <li>b. PhilGeps Registration Number</li> <li>c. Latest Income/Business Tax Return</li> </ol>	
		<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p> <p><b>Php 283,710.00</b></p> <p><b>Pesos : Two Hundred Eighty-Three Thousand Seven Hundred Ten Only</b></p> <p><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>December 04, 2024 at 10:00am</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

\_\_\_\_\_  
**PRINT NAME OF DEALER/SUPPLIER**

\_\_\_\_\_  
**ADDRESS OF DEALER/SUPPLIER**

\_\_\_\_\_  
**CONTACT NUMBER(s)**

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

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

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

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

NCR-ADMIN-PMD-004-00