



## REQUEST FOR QUOTATION (RFQ)

SBAC-ASEAN-RFQ NO. 2017-086

The Department of Tourism (DOT) - Special Bids and Awards Committee (SBAC) to handle the bidding requirements of the Philippines' hosting of the Association of South East Asian Nation (ASEAN) Meetings 2017, would like to invite you to submit a quotation in connection with the procurement of services of a production house for the **ASEAN Senior Officials Meeting (SOM), Joint Consultative Meeting & Other Related Meetings on October 11, 2017 in Manila (Conrad Ballroom) hosted by the Department of Foreign Affairs (DFA)**. The Approved Budget for the Contract (ABC) is **Nine Hundred Ninety-Five Thousand Philippine Pesos (PhP995,000.00)**.

Please see attached Terms of Reference (**Annex A**) for the project.

**Kindly submit your quotation together with the documentary requirements listed below in a sealed envelope** addressed to the undersigned c/o Mr. Florencio S. Capati, Jr., DOT-SBAC Secretariat, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City, **on or before 1:00 p.m. of September 25, 2017. Late bids shall not be accepted.**

### **DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:**

1. Mayor's/Business Permit

***(in case of recently expired Mayor's/Business Permit, please attach the recently expired Mayor's/Business Permit together with the official receipt for renewal)***

2. PhilGEPS Registration Number

3. Income/Business Tax Return

4. Omnibus Sworn Statement (***please see attached Annex B***)

  
ASEC. REYNALDO L. CHING

DOT-SBAC Vice-Chairperson