



REQUEST FOR QUOTATION
Negotiated Procurement – Small Value Procurement

TOURIST RECEPTION AND GUIDING TECHNIQUES
DOT IV-A-08-2021-070

1. The Department of Tourism Region IV-A, hereinafter referred to as “the Purchaser”, requires Service Provider for the **Tourist Reception and Guiding Techniques for Quezon**, with details as follows:

Name of Project	Tourist Reception and Guiding Techniques
Location	Catanauan, Quezon
Description	Please use the attached Terms of Reference, Purchase Request and PhilGEPS Bid Notice Abstract
ABC	Php 134, 400.00
Delivery Period	October 17-20, 2021 <i>(Inclusive of travel time to Quezon)</i>

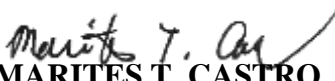
2. Bidding procedures will be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act 9184 (R.A. 9184)
3. Quotations must be delivered at the DOT Region IV-A, G/F Dencris Business Center Building, National Highway, Brgy. Halang, Calamba City, Laguna on or before **September 3, 2021, 8:00 AM**
4. Opening of quotation shall be at **September 6, 2021, 2:00 PM** at DOT Region IV-A Conference Room, G/F Dencris Business Center Building, National Highway, Brgy. Halang, Calamba City, Laguna.
5. All quotations must be typed using the attached format for Proposed Quotation and Technical Specifications. Please include the following eligibility documents:
- **Mayor’s / Business Permit**
 - **PhilGEPS Registration Certificate**
 - **Omnibus Sworn Statement**

All documents must be placed in a sealed brown envelope (**three sets**) and address to the following:

BAC SECRETARIAT
DOT Region IV-A, G/F Dencris Business Center Bldg.
National Highway, Halang, Calamba City, Laguna
Solicitation Number: _____

Please do not forget to include the RETURN ADDRESS (with the name of the supplier) in the envelope, for purpose of invitation to the Opening of Bids.

6. The DOT Region IV-A BAC reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities and to accept such quotation as may be considered advantageous to the government.


MARITES T. CASTRO
Chairperson, Bids & Awards Committee
DOT Region IV-A