

DEPARTMENT OF TOURISM
National Capital Region
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Date: September 22, 2022

GENTLEMEN/MESDAMES:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
1 LOT		LEASE OF VENUE - two (2) Function Rooms with assigned technical staff, for 250 guests, 150 cultural performers, 30 DOT Secretariat, and 30 Media compliant to IATF Guidelines and Supplied Meals	
		Event: Conduct of Philippine Tourism Industry Reception. A culmination of the Secretary's Listening Tour Series anchored on the theme " Fostering Unity in the Philippine Tourism Industry ".	
		Date: September 27, 2022 12midnight to 11:59pm	
		PROJECT BACKGROUND AND DESCRIPTION The Office of the Secretary has just successfully conducted Listening Tours in Luzon, Visayas and Mindanao attended by DOT Regional Directors and respective tourism stakeholders. The Listening Tours aim to better connect with stakeholders and employ a shared tourism governance approach towards tourism industry recovery. The end-view was for the DOT to be at the front and center of the prevailing issues that need to be addressed and to craft solutions that will ensure the full rehabilitation and recovery of the tourism industry. Following the said series, sectoral pocket listening sessions, convergence gathering and industry reception were on the pipeline. The Philippine Tourism Industry Reception: Beyond the Pocket Listening Sessions, is organized to allow top tourism players and stakeholders to further meet and hold further discussions, network and harness commitment for the tourism industry's recovery on September 27, 2022. Given the above, the project will require an appropriate venue to host the 250 target industry stakeholders on September 27, 2022 to include provision for food and welcome drinks.	
		REQUIREMENTS FOR SUPPLIER OF LEASE OF VENUE AND MEALS <u>TECHNICAL REQUIREMENTS:</u> AV Rental Lights and Sounds: (1 set) Clearview LED Wall 9ft x 12ft indoor) <u>Display Size:</u> *Slim Type *DOT Pitch – P3.9mm Inclusive of: *Laptop/Notebook (for playback) *LED HD Video Processor *Power Cable for LED *Splitter *Video Switcher – Seamless Switching *Cables and Connectors *Platform Sounds and Lighting Equipment <u>Sounds System:</u> *1 unit Allen and Heath Mixing Console *4 units Line Array Speaker System *4 units Subwoofer *4 units Stage Monitor *2 units Delay Speaker *5 units Wireless Mic	

	<p>*8 units Wireless Commset *1 unit CD Player *1 lot Power Cables and Connectors Lighting Equipment *24 units LED Par (Front and Back Lights) *16 units LED Par (Side Lights) *1 unit Power Rack *1 unit Follow Spot *8 units Moving Heads with Computer Controller *1 unit Avolite Dimmer Console *1 lot Power Cables and Connectors Video Coverage (2 Cam Set-up) *Livefeed with Recording *DVD Output (Unedited) Also includes: *12 Sharpy *8 Aura *8 Autolight *4 Stormy *1 Haize *1 Arena *6 Sets 10ft vertical truss *12 pcs Cantilever</p> <p>MEETING ROOMS: 2 Function Rooms (1,900 square meters) and 5 Meeting Rooms that can accommodate 460 persons in accordance with existing IATF Guidelines</p> <p>MEAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • 180 packed AM and PM snacks, Lunch, and Dinner for the DOT Secretariat and cultural performers • 30 PM snacks and Dinner for Media • 250 Welcome Drinks 	
	<p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 1,134,191.66 (One Million One Hundred Thirty Four Thousand One Hundred Ninety One and 66/100 only) *inclusive of all government taxes and other fees</p>	
	<p>Note:</p> <ul style="list-style-type: none"> - Rates should include applicable taxes - Willing to provide services on a send-bill arrangement (government procedure) - upon completion of the project and delivery of all requirements as per agreement 	
	<p>Delivery Date: September 27, 2022</p>	
	<p>QUALIFICATION AND REQUIREMENTS OF BIDDERS</p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated, and legally registered enterprise company under Philippine laws; 2. MICE Convention Facility Provider with Exhibition Hall and function rooms within a DOT-accredited property within the Mall of Asia complex with a floor Area of at least 1,900 square meters to accommodate needed space for both the invited participants and the stage requirements for the performing cultural groups 3. Must be airconditioned, soundproof, and pillarless with built-in audio-visual equipment and high-speed wireless internet 4. Must be able to provide the technical requirements of the performing cultural group 5. Must be able to provide events and banquet team to assist during setup and event proper 6. Must have adequate space for required stage (32ftx40ft) with 8ft space at the back from the wall, and 16ft distance from the stage to tables at the front 	

		<p>7. Meeting Rooms must be within a DOT-accredited property within the Mall of Asia complex; Must be airconditioned and soundproof with built-in audio-visual equipment and high-speed wireless internet; Must be able to provide 5 meeting rooms to accommodate all performers (will also serve as storage for props and costumes), the secretariat team and the organizers</p> <p>8. Must be able to provide meals -180 packed AM and PM snacks, Lunch, and Dinner for the DOT Secretariat and cultural performers; 30 PM snacks and Dinner for Media; 250 Welcome Drinks</p>	
		<p>LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit 2. Must be PhilGEPS Platinum Registered 3. Latest Income/Business Tax Return 4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement 5. Safety Seal Certificate 6. DOT Accreditation as MICE Facility 	
		<p>Contact Person/s: ERNESTO S. TESTON Head, Product and Market Development Unit, DOT-NCR ernieteston@tourism.gov.ph 0917-8791718</p> <p>COLLINS KARLA E. TELMO TOO I DOT NCR cetelmo@tourism.gov.ph 0955-903-0026</p>	
		<p>Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) sets</u> - 1 original copy IN A SEALED ENVELOPE to this office address:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara - Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>	
		<p>Deadline of submission is on 26 September 2022 @9:00 am</p>	

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)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME