

**DEPARTMENT OF TOURISM**  
National Capital Region  
Telefax: 8553-3530  
Direct Line: 84595200 local 212  
Email: dotncr.bac@tourism.gov.ph

Date: November 4, 2022

GENTLEMEN:

**REQUEST FOR QUOTATION**

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

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
1 (ONE)	LOT	<b>LEASE OF VENUE WITH SUPPLIED MEALS AND BASIC SOUND EQUIPMENT</b>	
		<b>PROJECT NAME:</b>  <b>Dinner Hosting with Cultural Performance for Rotary International Inspection Team relative to the Ongoing Bid for the Philippine’s Hosting of Rotary International Convention in Manila on June 2028</b>	
		<b>DELIVERY DATE: November 15, 2022</b>	
		<b>I. BRIEF BACKGROUND:</b>  Relative to the ongoing bid of the Rotary International (RI) Convention for the Philippine Hosting of its Annual Major International Event that is set on June 2028, the Manila has been identified and short-listed and is already a finalist to be the official venue. Further, the RI Inspection Team is scheduled to visit the country for a 5-day inspection from November 14 to 18, 2022 to evaluate the final eligibility and readiness of our country to host the estimated 30,000 delegates from all over the world as they converge at the Mall of Asia Arena, SMX Convention Center, Philippine International Convention Center, and World Trade Center as possible venues.  Further to this, the Rotary International (RI) Convention, through Congresswoman Bernadette Herrera, has requested DOT-NCR to sponsor a venue for a hosted welcome dinner with cultural performance on November 15, 2022 for a total of 70 persons from the members of Multi-stakeholders Bidding Committee, Officials from the Local and National Government Agencies, Philippine Rotary Leaders, RI Inspection Team, and DOT-NCR Director/Personnel.	
		<b>II. OBJECTIVES:</b>  The objectives of the project are to show support to the Rotary International on their ongoing bid for Manila to host 30,000 delegates from all over the world that may bring positive impacts in our industry by attracting more tourists in the Philippines, to promote Metro Manila as MICE Destination, and to showcase the Philippine’s Culture and Heritage to the International Delegates through a Cultural Presentation.	
		<b>III. SCOPE OF WORK/DELIVERABLES:</b>  The Dinner Hosting done through Lease of Venue supplied with Meals will be held on 15 November 2022 preferably with the following considerations:  Provision of Lease of Venue supplied with Meals for the members of Multi-stakeholders Bidding Committee, Officials from the Local and National Government Agencies, Philippine Rotary Leaders, RI Inspection Team, and DOT-NCR Director/Personnel.	

		<table><tr><td></td><td><b>Meal Requirement/ Approved Budget</b></td><td><b>Requirements</b></td></tr><tr><td>Lot 1</td><td>Lease of Venue supplied with Meals <b>Plated Dinner</b> Php1,500.00 X 70 pax (Members of Multi-stakeholders Bidding Committee, Officials from the Local and National Government Agencies, Philippine Rotary Leaders, RI Inspection Team, and DOT-NCR Director/Personnel) <b>Total: Php105,000.00</b></td><td><ul style="list-style-type: none"><li>Plated Dinner with free flowing coffee/tea and water service</li></ul><p>Venue must be able to provide the following:</p><ul style="list-style-type: none"><li>Stage area and Dance Floor for Cultural Performance</li><li>Pre-arranged/Exclusive Dinner Set-up in an aesthetically presentable indoor setting fit for MICE clients (with floral table centerpiece)</li><li>In-house Wi-Fi</li><li>Rental period on 15 November 2022 for 3 hours (7:00 PM to 10:00 PM)</li><li>Establishment's health and safety protocols including disinfection and physical distancing practices are in place</li><li>All dietary restrictions of participants to be taken into consideration</li></ul></td></tr></table> <p>a. The venue must be within 5-kilometers from the billeting hotel of the guests which is Conrad Hotel Manila;</p> <p>b. The venue must meet the Safety Seal Certification;</p> <p>c. The venue must be a DOT-accredited with 3 to 5-star hotel rating;</p> <p>d. The dine-in venue must be willing to accept the meal hosting on a send-bill arrangement good for approximately 70 persons (DOT-NCR will shoulder payment based on the actual attendance)</p>		<b>Meal Requirement/ Approved Budget</b>	<b>Requirements</b>	Lot 1	Lease of Venue supplied with Meals <b>Plated Dinner</b> Php1,500.00 X 70 pax (Members of Multi-stakeholders Bidding Committee, Officials from the Local and National Government Agencies, Philippine Rotary Leaders, RI Inspection Team, and DOT-NCR Director/Personnel) <b>Total: Php105,000.00</b>	<ul style="list-style-type: none"><li>Plated Dinner with free flowing coffee/tea and water service</li></ul> <p>Venue must be able to provide the following:</p> <ul style="list-style-type: none"><li>Stage area and Dance Floor for Cultural Performance</li><li>Pre-arranged/Exclusive Dinner Set-up in an aesthetically presentable indoor setting fit for MICE clients (with floral table centerpiece)</li><li>In-house Wi-Fi</li><li>Rental period on 15 November 2022 for 3 hours (7:00 PM to 10:00 PM)</li><li>Establishment's health and safety protocols including disinfection and physical distancing practices are in place</li><li>All dietary restrictions of participants to be taken into consideration</li></ul>				
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		<b>IV. APPROVED BUDGET</b> <table><tr><td><b>Item</b></td><td><b>Particulars</b></td><td><b>Amount</b></td></tr><tr><td>Lease of Venue supplied with Meals (Members of Multi-stakeholders Bidding Committee, Officials from the Local and National Government Agencies, Philippine Rotary Leaders, RI Inspection Team, and DOT-NCR Director/Personnel)</td><td>Php1,500.00 X 70 pax</td><td>Php105,000.00</td></tr><tr><td colspan="2"><b>Grand Total (inclusive of tax):</b></td><td><b>Php105,000.00</b></td></tr></table> <p align="center"><b>APPROVED BUDGET FOR THE CONTRACT</b> <b>PHP 105,000.00</b> <b>One Hundred Five Thousand Pesos</b> <i>inclusive of taxes and is subject to appropriate government taxes</i></p>	<b>Item</b>	<b>Particulars</b>	<b>Amount</b>	Lease of Venue supplied with Meals (Members of Multi-stakeholders Bidding Committee, Officials from the Local and National Government Agencies, Philippine Rotary Leaders, RI Inspection Team, and DOT-NCR Director/Personnel)	Php1,500.00 X 70 pax	Php105,000.00	<b>Grand Total (inclusive of tax):</b>		<b>Php105,000.00</b>	
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		<b>REQUIREMENT FOR SUPPLIERS:</b> <ul style="list-style-type: none"><li>Rates should include applicable taxes</li><li>Willing to provide services on a send-bill arrangement (government procedure)</li><li>Upon completion of the project and delivery of requirement as per agreement</li></ul>										
		<b>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</b> <ol style="list-style-type: none"><li>Valid Mayor's/Business Permit</li><li>PhilGEPS Registration Number</li><li>Latest Business/Income Tax Return</li><li>DOT Accreditation Certificate</li></ol>										
		Contact Person: Ms. Olivia Nicole Maniti Project Officer Mobile no.: 0995-160-7949 Email: <a href="mailto:ocmaniti@tourism.gov.ph">ocmaniti@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 <u>three (3) original sets</u> IN A <b>SEALED ENVELOPE</b> to this office address:										

		DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City	
		Note: Deadline of submission is on <b>November 8, 2022 at 1:00 PM</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)

TIN:

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME