

Date: January 10, 2023

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	Lot	<b>LEASE OF VENUE WITH SUPPLIED MEALS, AVP, SOUND EQUIPMENT, AND BASIC SEMINAR AMENITIES</b>	
		<b>PROJECT TITLE:</b> Dinner Hosting and Transport Provision for Association of Tourism Officer of the Philippines (ATOP) on their 1 <sup>st</sup> Quarterly Meeting in Manila and Oath-Taking as Newly-Elected Officer	
		<b>EVENT DATE :</b> January 17, 2023	
		<b>BACKGROUND</b> The City of Manila through its Department of Tourism, Culture and Arts of Manila (DTCAM) is hosting the 3-day event of the Association of Tourism Officers of the Philippines (ATOP) relative to their 1 <sup>st</sup> Quarterly Meeting on January 17-19, 2023. This meeting is their first following their election last October 27, 2022 during their Annual ATOP Convention at Taal Vista Hotel, Tagaytay City. The newly-elected officers are also set to take their oath of office before the DOT Secretary, Ma. Esperanza Christina Garcia-Frasco during the said period.	
		<b>OBJECTIVES:</b> 1. To show support to the Association of Tourism Officers of the Philippines 2. To show support to the City of Manila as they host the ATOP Officers 3. To network and develop alliances and tourism partnerships with different ATOP Officers relative to building Metro Manila as the MICE destination and the place-to-be.	
		<b>REQUIREMENTS/SPECIFICATIONS</b>	
		The Hosting done through Lease of Venue supplied with meals will be held on 17 January 2023 preferably with the following considerations:  1. Provision of Lease of Venue supplied with Meals, AVP, Sound Equipment, and Basic Seminar Amenities for ATOP Officer, ATOP Members, and select DOT-NCR Officials/Personnel;  <b>MEAL REQUIREMENT:</b> <b>LUNCH</b> Php1,150.00 (PM Snack and Dinner) X 50 pax (ATOP Officer, ATOP Members, and select DOT-NCR Officials/Personnel)  <b>Total: Php57,500.00</b>  <ul style="list-style-type: none"><li>Pre-arranged banquet setup</li><li>In-house Wi-Fi</li><li>Free flowing coffee and tea</li><li>Inclusive of basic sound system with microphones</li><li>Inclusive of AVP (projector and wide screen)</li><li>Inclusive of podium/rostrum with microphone</li><li>Seminar amenities (notepads, pencils/pens)</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> 2. The venue must be within the Metro Manila only; 3. The venue must meet the Safety Seal Certification; d. The venue must be a DOT-accredited with 3 to 5-star hotel rating; 4. The dine-in venue must be willing to accept the meal hosting on a send-bill arrangement good for approximately 50 persons.	

		<b>Note:</b>	
		- Rates should include applicable taxes	
		- Willing to provide services on a send-bill arrangement (government procedure)	
		<b>Documentary Requirements to be submitted:</b>	
		1. Valid Mayor's/Business Permit	
		2. PhilGEPS Registration Number	
		3. DOT Accreditation Certificate	
		4. Latest Income/ Business Tax Return	
		5. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement	
		<b>Approved Budget for the Contract (ABC):</b> <b>PhP 57,500.00</b> *inclusive of all government taxes and other fees	
		Contact Person:  Mr. Ernesto S. Teston Head, PMDU  Ms. Collins Karla E. Telmo Project Officer Contact #.: 028-549-5200 loc. 223 Email: <a href="mailto:ernieteston@tourism.gov.ph">ernieteston@tourism.gov.ph</a> / cetelmo@tourism.gov.ph	
		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 – 1 original copy</u> IN A SEALED ENVELOPE 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><u>January 13, 2023 at 10:00 am</u></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