

DEPARTMENT OF TOURISM

National Capital Region
Telefax: 84595200 local 212
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Email: dotncr.bac@tourism.gov.ph

Date: July 28, 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
ONE (1)	LOT	LEASE OF VENUE WITH SUPPLIED MEALS	
		Project Title: Conduct of Tourism Awareness and Capability Seminar for Local Tourism Officers and LGU Personnel of Navotas	
		Implementation Date: August 8, 2023 and August 9, 2023	
		I. BACKGROUND The Department of Tourism – National Capital Region (DOT-NCR), through its Industry Manpower Development Unit (IMDU), will conduct the Tourism Awareness and Capability Building Seminar for Local Government Unit of Navotas. Through this seminar, DOT-NCR can support the LGU of Navotas to enhance their capability to monitor and administer tourism activities and enforce tourism laws, rules, and regulations in their respective jurisdiction. In conclusion, this seminar is designed for the LGU of Navotas to develop and sustain a strong tourism workforce that can supply accurate information and providing services of globally competitive standards to visitors traveling in the region. In regards to this seminar, DOT-NCR (IMDU), is need of a venue with provisions of AM and PM Snack, and lunch for a total of 50 guests comprised of speakers, DOT-NCR personnel and LGU personnel of Navotas.	
		II. OBJECTIVES <ul style="list-style-type: none">• To promote tourism awareness among tourism officers in the country• To equip them with knowledge relating to tourism planning, promotions, standards, and regulation.	
		III. SCOPE OF SERVICES/DELIVERABLES AND BUDGETARY REQUIREMENTS <ul style="list-style-type: none">• Function Room for 50 pax (7:00AM- 6:00PM)- Standard sound system with at least 2 microphones- Free -flowing coffee- Banquet set-up arrangement- LCD Projector and white screen- Wifi Connection- Parking Space- Rostrum- Paper and pencil• AM and PM Snack, and Buffet Lunch: Php 1,000.00 x 50 pax = Php 100,000.00- 1 vegetable, 1 soup, 3 Main Entrée, Steamed Rice, Dessert, One round of juice or iced tea drink	

		<table><tr><th>ITEM DESCRIPTION</th><th>AMOUNT</th></tr><tr><td>Venue with Supplied Meals (Php 1,000 x 50pax x 2 days)<ul style="list-style-type: none">45 Participants from LGU of Navotas5 DOT-NCR Personnel and Speaker</td><td>₱ 100,000.00</td></tr><tr><td>GRAND TOTAL (inclusive of Tax)</td><td>₱ 100,000.00</td></tr></table>	ITEM DESCRIPTION	AMOUNT	Venue with Supplied Meals (Php 1,000 x 50pax x 2 days) <ul style="list-style-type: none">45 Participants from LGU of Navotas5 DOT-NCR Personnel and Speaker	₱ 100,000.00	GRAND TOTAL (inclusive of Tax)	₱ 100,000.00	
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		<u>APPROVED BUDGET FOR THE CONTRACT (ABC):</u> PESOS : ONE HUNDRED THOUSAND (PhP 100,000.00) <i>*inclusive of all government taxes and other fees</i>							
		Note: <ul style="list-style-type: none">- Rates should include applicable taxes- Willing to provide services on a send-bill arrangement(government procedure)- Payment shall be made upon completion of the project and delivery of allrequirements as per agreement							
		REQUIREMENTS FOR SUPPLIERS: <ul style="list-style-type: none">• Must be a DOT-accredited property within Avenida or Binondo area							
		LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS TO BE SUBMITTED: <ol style="list-style-type: none">1. Valid Mayor’s/Business Permit2. PhilGEPS Registration3. Latest Business/Annual Income Tax Return4. DOT Accreditation							
		Contact Person: Mark Ryan J. Isidro – mjisidro@tourism.gov.ph TOO I, IMDU							
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets 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 August 1, 2023 at 8:00 am							

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) & EMAIL ADDRESS

TIN:

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME