

DEPARTMENT OF TOURISM  
National Capital Region  
Telefax: 8553-3530  
Direct Line: 8553-3531/09202909993  
Email: dotncr.bac@tourism.gov.ph

Date: November 18, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		LEASE OF VENUE	
1 (One)	Lot	PROJECT NAME : REGIONAL PHILIPPINE TOURISM AWARDS RECOGNITION/STAKEHOLDERS APPRECIATION	
		<p><b>I. BRIEF BACKGROUND:</b></p> <p>The Department of Tourism is staging the 2024 Philippine Tourism Awards (PTA). The Philippine Tourism Awards is envisioned to become the highest and most prestigious citation in the Philippine Tourism. It is the reinvention of the former Kasama sa Lakbay Kaunlaran ng Bayan (KALAKBAY) Awards and Tourism Star Philippines, and conceived to be the pinnacle and most esteemed accolade in the realm of Philippine Tourism that will pay tribute to the past while recognizing the present and future achievements of tourism industry as an economic driver.</p> <p>The PTA is a recognition program of the Department that seeks to honor industry players and local government units (LGUs) who have demonstrated excellence in the development and promotion of the country's tourism sector. The PTA is designed to instill the culture of Filipino hospitality and excellence in the tourism sector; foster an innovative and competitive consciousness in the country by recognizing individuals, corporate entities, and LGUs, who have contributed immeasurably to the growth of the industry; and, recognize individuals and entities in the tourism industry whose creativity, expertise, professionalism, and service have been of the highest standards and have highlighted the Filipino identity.</p>	
		<p><b>II. OBJECTIVES:</b></p> <p>The PTA is designed to achieve the following objectives:</p> <ul style="list-style-type: none"><li>• Instill the culture of Filipino hospitality and excellence in the tourism sector;</li><li>• Foster an innovative and competitive consciousness in the country by recognizing individuals, corporate entities, and LGUs, who have contributed immeasurably to the growth of the industry; and,</li><li>• Recognize individuals and entities in the tourism industry whose creativity, expertise, professionalism, and service have been of the highest standards and have highlighted the Filipino identity.</li></ul> <p><b>GENDER AND DEVELOPMENT OBJECTIVES</b></p> <ul style="list-style-type: none"><li>• Promote equal opportunities for men and women to receive recognition as indispensable players in the tourism industry.</li></ul>	
		<p><b>III. SCOPE OF WORK / REQUIREMENTS FOR SUPPLIER</b></p>	
		<p><b>Date of Engagement:</b></p> <p><b>Implementation Date</b> : December 03, 2024 <b>Area</b> : Metro Manila</p> <p>To cover the following services:</p> <p><b>Lease of Venue</b></p> <ul style="list-style-type: none"><li>- Hotel Venue (comparable to 3-4 Star Hotel) located in southern part of Metro Manila. Preferably with a lobby featuring a grand staircase to welcome guests upon arrival. A hotel which serves guests a well-appointed facilities and services;</li><li>- With function room with spacious indoor event spaces ideal for detailed special functions. Expansive enough for customizable space requirement;</li><li>- With around 400 sqm size of Function Room good for 150-200 participants/organizers/performers;</li><li>- Meals budget for Snack is Php500.00 net per pax for 150 guests, and Managed Buffet Dinner for Php1,200.00 net per pax for 75 pax, with one (1) round of iced tea for both meals;</li><li>- Recommended menu composition for the heavy snack would include 4-6 choices while for the managed buffet dinner would include soup, vegetable salad, main course 3 viands and rice, and dessert, with one (1) round of iced tea;</li></ul>	

		<ul style="list-style-type: none"><li>- Coffee Station;</li><li>- 10 Hours Use of Function Room</li><li>- Stage with Rostrum</li><li>- Microphones for Emcees and Performers</li><li>- Lights and Sounds</li><li>- LED Wall 9ft x 12ft</li><li>- With complimentary overnight Stay (2 rooms, twin sharing with breakfast)</li><li>- Provision of Registration Table/Chairs, Podium/Rostrum, Table for the Tokens and Certificates/Plaques;</li><li>- Place cards for each table</li></ul>																																					
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		IV. OTHER REQUIREMENTS FOR THE LEASE OF VENUE																																					
		<ul style="list-style-type: none"><li>- With significant experience in holding special events;</li><li>- Highly knowledgeable in government procurement process and procedure;</li><li>- Can accommodate ocular inspection and coordination meetings;</li><li>- With very strong internet connection in the function room</li><li>- Must be a DOT-Accredited Accommodation Establishment;</li><li>- Must be Platinum accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);</li><li>- Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;</li><li>- Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;</li></ul>																																					
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		<b>GRAND TOTAL</b>		<b>Php 400,000.00</b> net (inclusive of applicable government taxes)	
		<b>VI. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS</b>			
		<ol style="list-style-type: none"><li>Valid Mayor's/Business Permit;</li><li>PhilGEPS Registration Number;</li><li>Duly Notarized Omnibus Sworn Statement</li></ol>			
		<p align="center"><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b> <b>Php 400,000.00</b> <b>Pesos Four Hundred Thousand Only</b> <small><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</i></small></p>			
		<p><b>Contact Persons:</b> Ms. Ana Liza Lucas – amlucas@tourism.gov.ph</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 three (3) original sets IN A SEALED ENVELOPE to this office address:</p> <p><b>DOT NCR BAC SECRETARIAT</b> <b>Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat</b> <b>7840 Makati Avenue, Poblacion, Makati City</b></p>			
		<p>Note: Deadline of submission is on <b>November 22, 2024 at 8:00am</b></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)

Email ADDRESS

TIN

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME