

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

Date: March 04, 2025

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE										
		LEASE OF VENUE AND MEALS											
1 (ONE)	LOT	PROJECT NAME : DOT ADVOCACY TRAINING PROGRAMS											
		I. BRIEF BACKGROUND : Tourism is a key driver of economic growth, employment, and cultural exchange globally. Despite its broad benefits, certain groups—particularly women, children, and persons with disabilities—face significant barriers in accessing tourism opportunities. These barriers include not only physical accessibility issues but also broader challenges such as gender inequality, child safety, and the protection of vulnerable populations.											
		II. OBJECTIVES: A. Barrier-Free Tourism <ul style="list-style-type: none">• Orient tourism frontliners on how to assist PWDs, pregnant women, the elderly and those travelling with children in an easy to follow, practical and appropriate ways• Enhance the mobility of PWDs to make their travel smooth, safe and trounle-free• Professionalize overall frontline services to tourists B. Tourism Integrates, Supports and Minds Women’s Rights and Child Safety <ul style="list-style-type: none">• To develop and promote socially-responsible tourism industry and a safe and wholesome tourist destination• To encourage the development of policies and practices to prevent women and children’s exploitation in the tourism industry• To instigate the participants as women and children advocates and promoters of the culture of tourism where women and children’s rights are respected											
		III. TECHNICAL SPECIFICATIONS :											
		Implementation Date : March 20 and 21, 2025 (*subject to change due to the availability of speakers, venue, and to be agreed by the DOT-NCR and the supplier in coordination with the concerned LGU/stakeholders) Target Participants : Mabuhay Accommodation Establishments in the National Capital Region											
		I. BUDGETARY REQUIREMENTS <table><tr><th colspan="2">DOT ADVOCACY TRAINING PROGRAMS</th></tr><tr><th>PARTICULARS</th><th>ITEM AMOUNT</th></tr><tr><td>VENUE RENTALS (Php 60,000 x 2days)</td><td>Php 120,000.00</td></tr><tr><td>IN SESSION MEALS (AM Snacks, Buffet Lunch and PM snacks) (Php 660 x 50pax x 2days)</td><td>Php 66,000.00</td></tr><tr><td>TOTAL</td><td>₱ 186,000.00</td></tr></table>	DOT ADVOCACY TRAINING PROGRAMS		PARTICULARS	ITEM AMOUNT	VENUE RENTALS (Php 60,000 x 2days)	Php 120,000.00	IN SESSION MEALS (AM Snacks, Buffet Lunch and PM snacks) (Php 660 x 50pax x 2days)	Php 66,000.00	TOTAL	₱ 186,000.00	
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		REQUIREMENTS FOR SUPPLIER OF VENUE RENTALS AND IN SESSION MEALS (AM Snacks, Buffet Lunch and PM snacks) <ul style="list-style-type: none">• Must be a DOT-accredited property within Makati City• Function Room for 50 pax (7:30AM- 6:00PM)<ul style="list-style-type: none">- Standard sound system with at least 3 microphones- Free -flowing coffee and mints- Classroom-type set up seating arrangements- LCD Projector and white screen- Wifi Connection- Parking Space- Rostrum- Philippine Flag- Paper and pens- Registration Table outside the training/function room• AM and PM Snack, and Buffet Lunch (1 vegetable, 1 soup, 3 Main Entrée, Steamed Rice, Dessert, One round of juice or iced tea drink.	
		Terms of Payment : <ul style="list-style-type: none">➤ Send Bill Arrangement.	
		Documentary Requirements to be Submitted:	
		<ul style="list-style-type: none">• Valid Mayor’s Business Permit• Philgeps Registration Number• DOT Accreditation Certificate	
		Approved Budget for the Contract (ABC): Php 186,000.00 Pesos : One Hundred Eighty-Six Thousand Only <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.</i> <i>Government procedure and subject to appropriate government taxes</i>	
		Contact Persons: MA. CHRISTINA P. EUSALA - cpeusala@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 three (3) original sets IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 7840 Makati Avenue, Poblacion, Makati City	
		Note: Deadline of submission is on March 10, 2025 at 8:00am	

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