

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

Date: February 18, 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
		<b>SERVICE OF A CATERING COMPANY</b>	
<b>1 (ONE)</b>	<b>LOT</b>	<b>PROJECT NAME : LOCAL TOURISM DEVELOPMENT PLANNING 2 (LTDP 2) FOR LGUS MARIKINA, LAS PINAS, TAGUIG, PASAY AND SAN JUAN</b>	
		<b>I. BRIEF BACKGROUND :</b>  Tourism development and promotion are among the functions of Local Government Units (LGUs) as mandated by the Local Government Code of 1991. As local governments shifted to a more participatory forms of development governance, they were also encouraged to enjoin other stakeholders in local tourism development and promotion.  Tourism contributes to the overall development of the LGUs. Thus, in formulating the Local Tourism Development Plan, LGUs need to ensure its alignment with other local plans like the Provincial Development and Physical Framework Plan (PDPFP), Comprehensive Development Plan (CDP) and Comprehensive Land Use Plan (CLUP). Alignment of the LTDP and LGU Business Plan is important to ensure that development of vital tourism-related investments or business opportunities are considered.	
		<b>II. OBJECTIVES / GOALS :</b> ➤ Strengthening Tourism Governance through close collaborations with National and Local Stakeholders; ➤ Diversification of portfolio through Multidimensional Tourism; and ➤ Equalization of Tourism Product Development and Promotion	
		<b>III. SCOPE OF SERVICES / DELIVERABLES :</b>	
		<b>Date of Engagement :</b> <b>Implementation Date :</b> March 6-7, 2025 – Marikina April 24-25, 2025 – Las Pinas	
		➤ <b>Not packed meals</b> ➤ Am snacks, Lunch & PM snacks good for 35pax for 2 Days each for <b>LGUs Marikina and Las Pinas Cities</b> ➤ <b>Snacks</b> should consist of a noodle or pasta dish with sandwich and /or Fries/Chips and one round of soda or juice ➤ Lunch preferably with soup, 2 viands, vegetable , dessert and one round of soda/juice ➤ <b>Serving time is at 9:00 am for morning snack and 3:00 pm for afternoon snack , while lunch at 12:00 noon</b> ➤ Total amount is tax inclusive	
		<b>MINIMUM REQUIREMENTS :</b>	
		A. Willing to provide services on send-bill arrangement.	
		<b>Documentary Requirements to be Submitted:</b>	
		<ul style="list-style-type: none"> <li>Valid Mayor's Business Permit</li> <li>Omnibus Sworn Statement</li> <li>PHILGEPS Membership</li> </ul>	

		<b>Approved Budget for the Contract (ABC):</b> <b>Php 98,000.00</b> <b>Pesos : Ninety- Eight 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.</i></small> <small><i>Government procedure and subject to appropriate government taxes</i></small>	
		<b>Contact Persons:</b> <b>Ms. Mariville P. Ramos - <u>mpramos@tourism.gov.ph</u></b> <b>- 09164340478</b>	
		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:  <b>DOT NCR BAC SECRETARIAT</b> <b>Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat</b> <b>7840 Makati Avenue, Poblacion, Makati City</b>	
		Note: Deadline of submission is on <b>February 25, 2025</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

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**PRINT NAME OF DEALER/SUPPLIER**

\_\_\_\_\_  
**ADDRESS OF DEALER/SUPPLIER**

\_\_\_\_\_  
**CONTACT NUMBER(s)**

**TIN:** \_\_\_\_\_

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**LANDBANK ACCOUNT NUMBER**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OVER PRINT NAME**