

DEPARTMENT OF TOURISM
National Capital Region
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Date: March 17, 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
		MEALS WITH TABLES AND CHAIRS AND BASIC SOUND EQUIPMENT		
Fifty (50)	PAX	PROJECT NAME : “AKO AY BABAE”- MAGNA CARTA OF WOMEN AND THE APPLICATION OF GAD IN DAILY LIFE GENDER AND DEVELOPMENT (GAD) PROGRAMS AND ADVOCACY PROGRAMS – WOMEN’S MONTH CELEBRATION		
		I. BRIEF BACKGROUND : As part of the Gender and Development Program of the Department of Tourism- NCR Regional Office and in line with the celebration of the Women’s Month for the year 2025, the DOT-NCR Office supports the Philippine Commission on Women (PCW) led campaign from March 1-31, 2025 with the recurring theme for the celebration: “Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas.”, along with the official hashtag #WEcanbeEquAll. The 2023-2028 theme is both a positive affirmation and a call to action. It is a testament to the milestones achieved in closing gender gaps in the country and in gathering more support to the advocacy. Notably, the Philippines remains the best- performing country in Asia in terms of gender parity, according to the 2022 Global Gender Gap Report of the World Economic Forum		
		II. OBJECTIVES / GOALS : <ul style="list-style-type: none">➤ To inform and engage women and everyone to push for gender-responsive government programs and services that empower women to contribute to nation-building;➤ To provide platforms to share good practices and address gaps, challenges, and commitments in pursuing gender and development (GAD) – to further strengthen the implementation of the Magna Carta of Women toward its milestone 16th year in 2025;➤ To inspire women and girls to empower themselves and take on leadership roles, opportunities, and benefits toward maximizing their full potential and enabling them to reap the fruits of gender equality;➤ To promote a society that ensures inclusion, protection of fundamental freedoms, diversity, and social justice and in which every individual, each with rights and responsibilities, is capacitated and encouraged to take an active role to play.		
		III. SCOPE OF SERVICES / DELIVERABLES :		
		Date of Engagement : 28 March 2025 Delivery Place : DOT-NCR Regional Office, 7840 Makati Ave., Brgy. Poblacion, Makati City		
			Meal Requirement/ Approved Budget	Other Requirements

		Lot 1	Meals AM Snack Php220.00 x 50 pax = Php 11,000.00 Lunch Php220.00 x 50 pax = Php 11,000.00 PM Snack Php220.00 x 50 pax = Php 11,000.00 Total: Php 33,000.00	<ul style="list-style-type: none">- AM and PM Snack with free flowing coffee/tea and water service Supplier must be able to provide the following: <ul style="list-style-type: none">- Must be able to provide classroom type tables or round tables with chairs good for 50 pax- Must be able to provide events and banquet team to assist during setup and event proper- Must be able to provide equipment(i.e. Basic Sound system, wireless microphones, projector and screen)- All dietary restrictions of participants to be taken into consideration	
		Documentary Requirements to be Submitted:			
		<ul style="list-style-type: none">• Valid Mayor’s Business Permit• PHILGEPS Membership• DOT Accreditation			
		Approved Budget for the Contract (ABC): Php 33,000.00 Pesos : Thirty- Three Thousand Only <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>			
		Contact Persons: Kim Darryl L. Menor - kdlmenor@tourism.gov.ph - 09083254382			
		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 21, 2025 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)

TIN: _____

Email Address

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME