

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

Date: April 24, 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
		SERVICE OF A CATERING COMPANY	
60(Sixty)	PAX	PROJECT NAME : PROVISION OF MEALS AND LOGISTICAL SUPPORT FOR THE DFA-LED CULTURAL TOUR OF MANILA IN LINE WITH THE HIGH-LEVEL CONFERENCE OF MIDDLE-INCOME COUNTRIES	
		I. BRIEF BACKGROUND : The Department of Tourism – National Capital Region (DOT-NCR) has received an endorsement from the Office of the Undersecretary for Special Projects regarding a request from the Department of Foreign Affairs (DFA). The request pertains to the High-Level Conference of Middle-Income Countries, an international forum taking place on April 28–29, 2025, at the Makati Shangri-La Hotel. As a post-conference engagement, the DFA, in coordination with the Intramuros Administration (IA), will be hosting a Cultural Tour of Manila for interested international participants on April 30, 2025. The IA will handle the implementation of the tour itself—providing the historical narrative and access to heritage sites within Intramuros. However, due to budgetary limitations, IA is unable to cover the cost of meals and necessary setup.	
		II. OBJECTIVES / GOALS : a. To support DFA’s cultural diplomacy efforts by providing post-conference hospitality services; b. To ensure a warm, organized, and seamless dining experience for delegates following their cultural immersion tour; c. To reinforce DOT-NCR’s role in tourism service facilitation, particularly for international events hosted in the National Capital Region; d. To uphold standards of logistical preparedness and inter-agency coordination in showcasing the Philippines’ capability to host dignified, culturally rich programs.	
		III. SCOPE OF SERVICES / DELIVERABLES :	
		Implementation Date : April 30, 2025 Area : Within Intramuros (To be Determined)	
		Provision of Meals for Sixty (60) Pax - Managed buffet - Inclusive of 3 viands (Preferably Filipino Cuisine) - 1 pork or beef, 1 chicken, 1 vegetable - Dessert and Drinks - Inclusive of tables, chairs, sound system - Managed Buffet	
		MINIMUM REQUIREMENTS :	
		➤ Willing to provide services on send-bill arrangement.	
		Documentary Requirements to be Submitted:	
		<ul style="list-style-type: none">Valid Mayor’s Business PermitPHILGEPS Membership	

		<div>Approved Budget for the Contract (ABC):</div> <div>Php 48,000.00</div> <div>Pesos Forty- Eight Thousand Only</div> <div><small>* 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</small></div>	
		<div>Contact Persons:</div> <div>MS. COLLINS KARLA E TELM- cetelmo@tourism.gov.ph</div> <div>-0955 903 0026 (Viber Only)</div> <div>MR. MARVIN MALACAMAN - Mnmalacaman@tourism.gov.ph</div>	
		<div>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:</div> <div>DOT NCR BAC SECRETARIAT</div> <div>Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat</div> <div>7840 Makati Avenue, Poblacion, Makati City</div>	
		<div>Note: Deadline of submission is on April 28, 2025 at 8:00 am.</div>	

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