

DEPARTMENT OF TOURISM
National Capital Region
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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	PROCUREMENT OF HOSTING OF THE MEALS AND CULTURAL TOUR FOR SECTORAL COMMITTEE ON ECONOMIC DEVELOPMENT (SCED) OF REGION IV-A	
		<p>I. BRIEF BACKGROUND :</p> <p>The Sectoral Committee on Economic Development (SCED) of Region IV-A CALABARZON will convene its 2nd Quarterly Meeting on May 9, 2025 here at Metro Manila.</p> <p>In line with this meeting, the Regional Development Council (RDC) IV-A through the Department of Tourism IV-A requested the support of the DOT-NCR Regional Office by securing the following requirements for their meeting such as:</p> <ol style="list-style-type: none">1. Coordination with National Park Development Committee (NPDC) for the use of “The Gallery” Venue in Rizal Park.2. Hosting of lunch for the sixty (60) attendees of the meeting.3. Provision of cultural tour in Intramuros for the attendees.	
		<p>II. OBJECTIVES / GOALS :</p> <ol style="list-style-type: none">a. Provide the members and delegates of The Sectoral Committee on Economic Development (SCED) with a structured and immersive cultural experience in Metro Manila.b. Showcase the rich history and heritage of the region by visiting key landmarks that reflect the country’s diverse cultural influences.c. Ensure a seamless and organized tour experience in coordination with the DOT-NCR, promoting the Philippines' capability to host world-class events.d. Enhance international perception of the Philippines as a safe, culturally rich, and attractive travel destination.	
		III. SCOPE OF SERVICES / DELIVERABLES :	
		<p>Implementation Date : May 9, 2025</p> <p>Area : The Gallery, Rizal Park, Manila</p>	
		<p>Provision of Meals for Sixty (60) Pax</p> <ul style="list-style-type: none">- Managed buffet- Inclusive of 3 viands- 1 pork or beef, 1 chicken, 1 vegetable- Dessert and Drinks	
		MINIMUM REQUIREMENTS :	
		<p>➤ Willing to provide services on send-bill arrangement.</p>	
		Documentary Requirements to be Submitted:	
		<ul style="list-style-type: none">• Valid Mayor’s Business Permit• PHILGEPS Membership	

		<div>Approved Budget for the Contract (ABC):</div> <div>Php 48,000.00</div> <div>Pesos Forty- Eight Thousand Only</div> <div><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i></div> <div>net upon completion of the project and delivery of all requirements as agreed upon.</div> <div><i>Government procedure and subject to appropriate government taxes</i></div>	
		<div>Contact Persons:</div> <div>MS. COLLINS KARLA E TELM- cetelmo@tourism.gov.ph</div> <div>-0955 903 0026 (Viber Only)</div> <div>MS. JENNY ANNE PAUL D. GATUS - jdgatus@tourism.gov.ph</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