


DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
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Email: dotncr.bac@tourism.gov.ph

Date: April 23, 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
ONE HUNDRED FIFTY (150)	PIECES	PROJECT NAME : SUPPLY AND DELIVERY OF PROMOTIONAL WEAR FOR THE FILIPINO BRAND OF SERVICE EXCELLENCE TRAINING PROGRAM	
		I. BRIEF BACKGROUND : Under the leadership of Secretary Christina Garcia Frasco, the Filipino Brand of Service Excellence (FBSE) is one of the flagship programs of the Agency, with the goal of promoting the best and the positive hospitality traits of the Filipino people. It is envisioned to enhance and uplift the quality of tourism services in the country with a benchmark on how to render excellent service to our tourists – the Filipino way and make it our brand.	
		II. OBJECTIVES / GOALS : ➤ To provide a symbolic promotional wear highlighting the Filipino Brand of Service Excellence branding in the National Capital Region; ➤ To create an identity for DOT-NCR trainers and facilitators through the promotional wear that would set them apart from other tourism stakeholders, partners, and relevant players in the industry; and ➤ To establish positive perception and image that would reinforce the credibility of the National Capital Region trainers and facilitators.	
		III. TECHNICAL SPECIFICATIONS / DELIVERABLES :	
		Place of Delivery : 7840 Makati Avenue, Poblacion, Makati City DESCRIPTION : FBSE Promotional Wear (Jacket) Reversible (Brown and Khaki) Materials: All American Twill and Brushed Twill Embroidered FBSE front logo and DOT Logo back logo PROPOSED BUDGET: Php 1,300/jacket x 150 pcs STYLE AND DESIGN AS SHOWN BELOW: 	

		SUPPLIER REQUIREMENTS: <ul style="list-style-type: none">- Must be Filipino owned, operated, and legally registered enterprise company under Philippine laws;- Must provide previous similar works with the identified items.- Must have a previous engagement with the Department of Tourism with similar deliverables.- The winning supplier must produce one actual sample of each item for evaluation and approval.- The winning supplier must provide customized apparel/items based on the size provided by the DOT-NCR.	
		MINIMUM REQUIREMENTS :	
		A. Willing to provide services on a “send-bill” arrangement.	
		Documentary Requirements to be Submitted:	
		<ul style="list-style-type: none">• Valid Mayor’s/Business Permit• PHILGEPS Registration• Notarized Omnibus Sworn Statement	
		Approved Budget for the Contract (ABC): Php 195,000.00 Pesos : One Hundred Ninety-Five 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: Mr. Mark Ryan J. Isidro - Mjisidro@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 April 28, 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