



## REQUEST FOR QUOTATION (RFQ)

**SBAC-ASEAN-RFQ NO. 2017-093**

The Department of Tourism (DOT) - Special Bids and Awards Committee (SBAC) to handle the bidding requirements of the Philippines' hosting of the Association of South East Asian Nation (ASEAN) Meetings 2017, would like to invite you to submit a quotation in connection with the procurement of services of a production house for the **31<sup>st</sup> ASEAN Summit & Related Meetings - DTI ASEAN Economic Ministers' Welcome Dinner Reception on November 11, 2017 at the Manila Ballroom, Manila Marriott Hotel**. The Approved Budget for the Contract (ABC) is **Nine Hundred Ninety-Five Thousand Philippine Pesos (PhP995,000.00)**.

Please see attached Terms of Reference (**Annex A**) for the project.

**Kindly submit your quotation together with the documentary requirements listed below in a sealed envelope** addressed to the undersigned c/o Mr. Florencio S. Capati, Jr., DOT-SBAC Secretariat, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City, **on or before 1:00 p.m. of October 30, 2017. Late bids shall not be accepted.**

### **DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:**

1. Mayor's/Business Permit

*(in case of recently expired Mayor's/Business Permit, please attach the recently expired Mayor's/Business Permit together with the official receipt for renewal)*

2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement (**please see attached Annex B**)

  
**ASEC. REYNALDO L. CHING**

DOT-SBAC Vice-Chairperson