



REQUEST FOR QUOTATION (RFQ)

SBAC-ASEAN-RFQ NO. 2017-094

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 ***Hosted Tours for the 2nd ASEAN Heads of Civil Service Retreat on November 2, 2017 in Manila hosted by the Civil Service Commission (CSC)***. The Approved Budget for the Contract (ABC) is ***Three Hundred Twenty Thousand Philippine Pesos (PhP320,000.00)***.

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 9:00 a.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***)

5. DOT Accreditation Certificate

ASEC. REYNALDO L. CHING

DOT-SBAC Vice-Chairperson