



REQUEST FOR QUOTATION

PROJECT: CONTRACT FOR THE PROVISION OF VENUE, MEALS, BEVERAGES, PHOTOBOOTH, LIGHTS, SOUNDS, AND MUSIC BAND FOR THE CONDUCT OF THE TGY & PRAISE AWARDING AND THE 37TH NTA ANNIVERSARY ON JULY 24, 2024

Purchase Request No.: 2406 - 255

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2024*, intends to apply the sum of ₱ 960,960.00, being the Agency Estimate, to payments under the project “**Contract for the Provision of Venue, Meals, Beverages, Photobooth, Lights, Sounds, and Music Band for the Conduct of the TGY & PRAISE Awarding and the 37th NTA Anniversary on July 24, 2024**”. Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the “**Contract for the Provision of Venue, Meals, Beverages, Photobooth, Lights, Sounds, and Music Band for the Conduct of the TGY & PRAISE Awarding and the 37th NTA Anniversary on July 24, 2024**”. Delivery of Goods/Services is required for the said period after the issuance of the Purchase Order.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **MR. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
4. The **Omnibus Sworn Statement²** (for ABC's above Php 50k) (GPPB-prescribed forms), **Income/ Business Tax Return³** (for ABC's above Php 500k) will also be required to be submitted.
5. Quotations must be delivered to the address below on or before July 9, 2024, at 5 PM.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

ZENAIDA T. ARROJO
National Tobacco Administration
11TH Floor, The Upper Class Tower, Quezon Avenue
corner Scout Reyes St., Quezon City
Tel No. 372 3188;
Website Address: nta.da.gov.ph


ZENAIDA T. ARROJO
Chairperson, NTA-BAC

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³ Manually filed tax returns or filed through the EFPS

Bids and Awards Form No.		Quotation Form	No. _____ Date: _____
Republic of the Philippines Department of Agriculture NATIONAL TOBACCO ADMINISTRATION Scout Reyes St. cor Panay Ave., QC			
		QUOTED BY: Signature over Printed Name	
Name of Company		Position/Designation	
Contact No.		Date: _____	

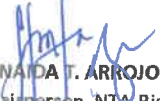
Please quote us your net government price, taxes included, on each of the following:

Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (PhP)	Complied	
					(Y or N)	BID PRICE
1	lot	Provision of Venue, Meals, Beverages, Photobooth, Lights, Sounds, and Music Band for the Conduct of the TGY & PRAISE Awarding and the 37th NTA Anniversary on July 24, 2024		960,960.00		
		Venue:				
		• Twelve (12) hours use of air-conditioned Grand Hall Venue				
		• Good for at least 200 pax, and at least 600 sqm event hall are with garden				
		• Use of Garden Area				
		• Air-conditioned indoor holding area/lobby				
		• Basic Lights and Sounds				
		• Music Band				
		• Two (2) hours use Photobooth				
		• 20 ft x 8 ft Stage				
		• LED Wall				
		• Parking Space				
		Meals and Beverages:				
		NTA Central Office:				
		• AM Snacks (200 pax)				
		• Packed Lunch (200 pax)				
		at the Venue Site:				
		• PM Snacks (200 pax)				
		• Dinner (200 pax)				
		• Mobile Bar				
		• Grazing Table				
		nothing follows				

Period of Delivery: Delivery of Goods/Services is required for the said period after the issuance of the Purchase Order.

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,


ZENAIDA T. ARROJO
 Chairperson, NTA-Bids and Awards Committee (NTA-BAC)