



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2021-004

MODE OF PROCUREMENT	Sec. Sec. 53.10 Lease of Real Property and Venue
End-User: Planning Service	Date 23 February 2021
Purpose: Board and Lodging/Food and Venue for the Commission-wide Strategy Planning for CY 2021	
Please quote your lowest price for the items/s listed below not later than 26 February 2021 subject to the following General conditions, and submit your quotation duly signed by your representative by email: bacsecretariat@ncmf.gov.ph ; or personal delivery.	
TERMS AND CONDITIONS:	
<ol style="list-style-type: none"> 1. In order to be eligible for this procurement, suppliers/service providers are required to submit together with the quotation on or before the deadline the following: <u>Valid PhilGEPS Registration Certificate/Number, Valid Mayor's/ Business Permit, Tax Registration Certificate, Latest Income/Business Tax and Notarized Revised Omnibus Sworn Statement.</u> 2. Late submission of quotation shall not be accepted. 3. Price validity shall be for a period of sixty (60) calendar days. 4. Award of contract shall be made to lowest quotation with complete requirements and complies with the specifications and other terms and conditions stated in the RFQ. 5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 6. The NCMF reserves the right to reject any or all quotations/bid proposals or declares the bidding a failure or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation. 7. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. 8. The terms of payment shall be made through check payable to the supplier. 9. All quotations shall be <u>INCLUSIVE OF VAT.</u> 	

Approved/Funded Purchase Request No. 2021-02 dated January 14, 2021

**Approved Budget for the Contract: FOUR HUNDRED THOUSAND PESOS
(P400,000.00)**

Item No.	Description	Comply/Not Comply
	No. of Participants – 50 pax	
	Location: Within Rizal Province	
	Date of Activity: March 9-12, 2021	
1. Location	Within Rizal, with adequate parking space	
2. Venue	- Use of function room for 8 hours per day - Spacious enough to accommodate 50 participants with social distancing due to Covid-19	

	-Separate table for the resource speaker and the Secretariat - Provision of Prayer Area for Male and Female	
3. Amenities	-Secretariat Table -4-8 microphone units -Project screen and table for LCD projector -2 Projector -Podium -Philippine flag and pole -Pads, pencil, markers, and pen Whiteboard and markers Free and Stable Wi-Fi connections*(at least 50 mbps) -Audible/Operational Sound System Flowing brewed coffee and tea	
IV. Room Requirement	-twin sharing room (separate beds)	
V. Facilities	-Continuous water supply & accessible comfort rooms -Swimming pool (extend until 9-10pm) -Outdoor activities (extend until 9-10pm)	
VI. Catering Service for For the participants	Day 1 -Lunch for 10 pax & Dinner for 50 pax Day 2 – Full board meal for 50 pax (breakfast, AM/PM Snacks, Lunch and Dinner) Day 3 - Full board meal for 50 pax (breakfast, AM/PM Snacks, Lunch and Dinner) Day 4 – Breakfast for 50 pax	
	PRICE QUOTATION (inclusive of tax)	


TAHIR S. LIDASAN, JR., CESO II 21.038
 Executive Director and BAC Chairman

After having carefully read and accepted your General Conditions, I/We quote on the item/s at price quoted above.

Print Name/Signature/Date

Address

Tel. No./Cellphone /Email Address