



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

BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION No. 2021-065**

<b>Mode of Procurement : Lease of Real Property or Venue ( (Sec. 53.10)</b>
<b>Purpose: Lease of Real Property or Venue / PR No. 2021-03-0014</b>
Please quote your lowest price for the items/s listed below not later than <b>NOV 29 2021</b> subject to the following terms and conditions, and submit your quotation duly signed by your representative by email: <a href="mailto:bacsecretariat@ncmf.gov.ph">bacsecretariat@ncmf.gov.ph</a> ; or personal delivery at NCMF Central Office (Mondays-Fridays, 8:00AM – 5:00 PM at NCMF BAC Secretariat Office).
<b>TERMS AND CONDITIONS:</b>
<ol style="list-style-type: none"><li>1. In order to be eligible for this procurement, suppliers/service providers are required accomplish this RFQ and submit together with the quotation on or before the deadline the following: <b><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></b></li><li>2. Late submission of quotation shall not be accepted.</li><li>3. Price validity shall be for a period of sixty (60) calendar days.</li><li>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.</li><li>5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li><li>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.</li><li>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.</li><li>8. The terms of payment shall be made through check payable to the supplier.</li><li>9. <b>All quotations shall be <u>INCLUSIVE OF VAT.</u></b></li></ol>

**Approved Budget for the Contract: EIGHTY THOUSAND PESOS  
(P80,000.00)**

Item No.	Description	Comply/Not Comply
No. of Participants – 20 pax		
Location: Within Rizal Province		
Date of Activity: December 12-14, 2021		
1. Location	Within Rizal province, with adequate parking space	
2. Venue/Room accommodation	- Use of function room for 8 hours per day - Spacious enough to accommodate 20 participants 2 separate rooms for 2 pax, duplex, if possible 3 separate rooms for 3 pax each with additional matrix for 2 pax - Provision of Prayer Area for Male and Female	
3. Amenities	-Secretariat Table	

	-2 microphone units -Projector 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 -Outdoor activities (extend until 9-10pm)	
VI. Catering Service for the participants (HALAL FOODS- Muslim Clients)	Day 1 - Dinner for 20 pax Day 2 – Complimentary breakfast, Lunch and Dinner) Day 3 – Complimentary breakfast and Lunch	
	<b>PRICE QUOTATION (inclusive of tax)</b>	



**TAHIR S. LIDASAN, JR., CE<sup>SO</sup> II**  
 Executive Director and BAC Chairman

Signature over Printed Name of Representative/Company
_____
Address
_____
PhilGEPS Registration Number (Platinum/Red)
_____
Tel. No./Cellphone /Email Address
_____