



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION No. 2022-054**

<b>Mode of Procurement: Section 53.10 LEASE OF VENUE AND ACCOMMODATION</b>	
<b>End-User: PLANNING SERVICE</b>	<b>Date: 19 December 2022</b>
<b>Purpose: NCMF STRATEGY REFRESH 2023-2028 (Venue and Accommodation with Meals)</b>	
<b>PR No.</b>	
Please quote your lowest price for the items/s listed below not later than <u>    </u> <b>December 2022</b> subject to the following General 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.	
<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 to accomplished the RFQ and submit on or before the deadline together with the following:               <ol style="list-style-type: none"> <li>a. <u>Valid PhilGEPS Registration Certificate/Number</u></li> <li>b. <u>Valid Mayor's/ Business Permit</u></li> <li>c. <u>Tax Registration Certificate</u></li> </ol> </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. All quotations shall be <b>INCLUSIVE OF VAT</b></li> </ol>	

LOT	Description	Comply/Not Comply	ABC	Price Quotation
1	Date: January 11-14, 2023 (inclusive of Ingress and Egress) Number of Participants: 50 participants (in-House) 10 participants (Live-out) Venue: Should have no columns/post in the middle that can distract both resource speakers and participants. -Chairs and table		P400,000.00	


	<p>(Classroom Set-up/U-Shape)</p> <ul style="list-style-type: none"> <li>-Stable and fast Wi-Fi connection</li> <li>-Secretariat table must be situated in the entrance and there should be a separate table for the resource speaker.</li> <li>-Sound System compatible with USB, external hard drive etc.</li> <li>-Audible/operational sound system*White Screen for projectors*</li> <li>-Waived electricity charges for the use of laptops and projectors*</li> <li>-6-8 Wireless Microphones</li> <li>-2 Podiums and Philippine Flag</li> <li>-Power outlets and extra extension cord for computer aided workshop</li> <li>-Free pencil and paper</li> <li>-Separate table for the Resource Speaker (In front) and Secretariat (at the back) for registration</li> <li>-Separate Prayer Area for Male and Female*</li> </ul>			
	<p>Location and Accessibility: Accessible to public utility vehicles</p> <ul style="list-style-type: none"> <li>-Can be easily navigated by the standard of standing near national roads</li> </ul>			
	<p>Accommodation: Preferably in new/newly renovated rooms</p> <ul style="list-style-type: none"> <li>-January 11, 2023 (for 20pax)</li> <li>-January 12-13, 2023 (for 50pax)</li> <li>-January 14, 2023 (50 pax) Check-out</li> </ul>			
	<p>Size: Able to provide appropriate space for 50 participants with social distancing.</p>			
	<p>Amenities: -Air Conditioned -With elevators -Well-Lighted Rooms</p>			



<p>and venue</p> <ul style="list-style-type: none"> <li>-Free parking for in-house and outside participants</li> <li>-Free water (cold and hot)</li> </ul> <p>Food: No pork and no derivative from pork, swine, ham, pig or porcine (STRICTLY HALAL)</p> <ul style="list-style-type: none"> <li>-January 11, Buffet Dinner for 20 pax</li> <li>-January 12-13, Full Board for 60 pax</li> </ul> <p style="text-align: center;">AM/PM      Snacks;</p> <p>Buffet Lunch and Dinner</p> <ul style="list-style-type: none"> <li>-January 14, Buffet Breakfast for 50pax/Check-out</li> <li>-Overflowing coffee and tea</li> </ul> <p><b>Mode of Payment:</b></p> <ul style="list-style-type: none"> <li>• Send bill arrangement payment thru LDDAP;</li> </ul>			
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**APPROVED BUDGET FOR THE CONTRACT**

***FOUR HUNDRED THOUSAND PESOS (P400,000.00)***

  
**TAHIR S. LIDASAN, JR., CESO II**  
 Chairman, BAC      22.795

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