



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2023-006


Mode of Procurement: Lease of Real Property or Venue (Sec. 53.10)	
End-User: AS-CRS	Date: 8 February 2023
Purpose: Accommodation and Meals for the Seminar Workshop on Records Management: (NCMF Retention and Disposal Schedule)	
PR No. 2023-02-0013	CODE: A.I.a
Please quote your lowest price for the items/s listed below not later than 15 February 2023 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:	

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:
 - a. Valid PhilGEPS Registration Certificate/Number
 - b. Valid Mayor's/ Business Permit
 - c. Tax Registration Certificate
 - d. Latest income/business tax return
 - e. Notarized revised omnibus sworn statement
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 INCLUSIVE OF VAT**

LOT	Description	Comply/Not Comply	ABC	Price Quotation
	LOCATION: • Within Commonwealth Avenue Quezon City • Accessible to public utility vehicles Date of Delivery: February 27, 2023 Venue: SIZE • able to provide appropriate space for 60 participants with social		P150,000.00	

<p>distancing</p> <ul style="list-style-type: none"> •should have no columns/posts in the middle that can distract both resource speakers and participants. •Stable and fast Wi-Fi connection •Secretariat Table must be situated in the entrance and there should be a separate table for the resource speaker. •Sound system compatible in USB, external hard drive etc. •Audible/operational sound system, projector, white screen for projector presentations. •waived electricity charges for the use of laptops and projectors •4-5 wireless microphones •2 podiums and Philippine Flag •Power outlets and extra extension cord for computer aided workshop •Free pencil and paper •Separate table for the resource speaker (in front) and secretariat (back) for registration •Separate prayer area for male and female <p>ACCOMMODATION</p> <ul style="list-style-type: none"> *Complimentary •preferably 2 new /newly renovated rooms (Check in on February 26, 2023, Check out February 28, 2023) (2 rooms for 4 pax each room) <p>AMENITIES:</p> <ul style="list-style-type: none"> • Air conditioned • With elevators • Well-lighted rooms and venue • Free water (cold and hot) <p>FOOD</p> <ul style="list-style-type: none"> • No pork and no derivatives from pork, swine, ham, pig or porcine (strictly halal) •February 27, 2023-lunch and dinner for six (6) pax •Check out February 28, 2023 •February 27, 2023 for 60pax (AM/PM snack, and Lunch) •overflowing coffee and tea 			
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	Mode of Payment: • Send bill arrangement payment thru LDDAP;			
APPROVED BUDGET FOR THE CONTRACT (ABC): ONE HUNDRED FIFTY THOUSAND PESOS (P150,000.00)				


TAHIR S. LIDASAN, JR., CESO II
 Chairman, BAC # 23.087

Signature over Printed Name of Representative/Company

Address

PhilGEPS Registration Number (Platinum/Red)

Tel. No./Cellphone /Email Address

RFQ 2023-006 Accommodation and Meals for the Seminar Workshop on NCMF Records Management