



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
 BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2023-041

Mode of Procurement : Lease of Real Property and Venue (Sec. 53.10)				
Purpose: NCMF PROCUREMENT MANUAL ORIENTATION AND PPMP FOR F.Y. 2024 SEMINAR-WORKSHOP				
End-user – BAC-Administrative Service			Code:	
PR No. 2023-09-0162			Date: 07 September 2023	
Please quote your lowest price for the items/s listed below not later than 11 September 2023 subject to the following terms and conditions, and submit your quotation duly signed by your representative by email: bacsecretariat@ncmf.gov.ph ; or personal delivery at NCMF Central Office (Mondays-Fridays, 8:00AM – 5:00 PM at NCMF BAC Secretariat Office).				
TERMS AND CONDITIONS:				
<ol style="list-style-type: none"> 1. In order to be eligible for this procurement, suppliers/service providers are required to accomplish this RFQ and submit on or before the deadline together with the following: <ol style="list-style-type: none"> a) <u>Valid PhilGEPS Registration Certificate/Number;</u> b) <u>Valid Mayor's/ Business Permit;</u> c) <u>Tax Registration Certificate;</u> d) <u>Latest Income/Business Tax Return; and</u> e) <u>Notarized Revised Omnibus Sworn Statement (attached herein).</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> 				
Item	Description	ABC	Comply/Not Comply	QUOTATION PRICE
1	LOCATION: Within Quezon City Number of Pax: 35 pax Time: 08:00AM – 05:00PM Training Date/s: 19 September 2023 Function Room: - Round tables with chairs; - Secretariat tables situated in the entrance; - Should have no columns/post in the middle that can distract both resource speakers and participants; - at least 3 wireless microphone units;	P17,500.00		

	<ul style="list-style-type: none"> - Podium, Philippine flag and pole; - Stable and fast WIFI connection at least 30-50 Mbps; - Waived electricity charges for the use of laptops, LED Screen wall, sound system and livestream equipment; - Audible/operational sound system; - Sound system compatible with USB, external hard drive, etc; - Power outlets and extra extension cord for computer-aided workshop; <p>Location and Accessibility:</p> <ul style="list-style-type: none"> - Accessible to public utility vehicles; - Can be easily navigated by the standard or standing near national roads; <p>Size:</p> <ul style="list-style-type: none"> - Able to provide appropriate space for 35 participants with social distancing; <p>Amenities:</p> <ul style="list-style-type: none"> - Air-conditioned; - Well-lighted room; - Free parking; - Free water (hot and cold); <p>Ambiance:</p> <ul style="list-style-type: none"> - Separate from venues with too much noise that will interrupt or distract the proceedings; - Conducive for workshop activities 			
ABC	SEVENTEEN THOUSAND FIVE HUNDRED PESOS (P17,500.00)			


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

Signature over Printed Name of Representative

Name of Company

Address

Tel. No./Cellphone /Email Address

RFQ No. 2023-041 Lease of Real Property ^{& Venue} - NCMF Procurement Manual Orientation and PPMP for F.Y. 2024
Seminar-Workshop