



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

REQUEST FOR QUOTATION No. 2023-039

| Mode of Procurement : Agency-to-Agency (Sec. 53.5) | | | | |
|---|---|--------------------------------|-------------------|-----------------|
| 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. Late submission of quotation shall not be accepted; 2. Price validity shall be for a period of sixty (60) calendar days; 3. 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; 4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s); 5. 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; 6. 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; 7. The terms of payment shall be made through check payable to the supplier; 8. 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 Agency to Agency 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; | P52,500.00 | | |

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| | <ul style="list-style-type: none"> - at least 3 wireless microphone units; - 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>Food:</p> <ul style="list-style-type: none"> - Strictly NO PORK OR ANY DERIVATIVES FROM PORK, SWINE, HAM, PIG, OR PORCINE (STRICTLY HALAL) - 19 Sept. 2023 (Breakfast, AM snacks, Lunch, PM snacks) - Overflowing coffee and tea during training hours <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 | FIFTY-TWO THOUSAND FIVE HUNDRED PESOS (P52,500.00) | | | |


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

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| <hr/> <p>Signature over Printed Name of Representative</p> <hr/> |
| <hr/> <p>Name of Company</p> <hr/> |
| <hr/> <p>Address</p> <hr/> |
| <hr/> <p>Tel. No./Cellphone /Email Address</p> <hr/> |

RFQ No. 2023-39 Agency to Agency – NCMF Procurement Manual Orientation and PPMP for F.Y. 2024 Seminar-Workshop