



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2024-004

Mode of Procurement : Lease of Real Property and Venue (Sec. 53.10)	
Purpose: NCMF Budget 101 and Budget Call	
End-user – Planning Service	Code (PAP): 20000010001000
PR No. 2024-01-0009	Date: 06 February 2024
Please quote your lowest price for the items/s listed below not later than 09 February 2024 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, 8:00 AM – 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> andc. <u>Income/Business Tax Return.</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. <p>All quotations shall be <u>INCLUSIVE OF VAT.</u></p>	

Item	Description	ABC	Comply/Not Comply	QUOTATION PRICE
1	<p>LOCATION: Within Pasig City</p> <p>Date: 18-21 February 2024</p> <p>Number of Pax: 40 pax – stay-in 70 pax – total pax during training</p> <p>Lease of Real Property and Venue</p> <p>Function Room:</p> <ul style="list-style-type: none"> • Should have no columns/post in the middle that can distract both resource speakers and participants; • Chairs and tables (classroom set-up); • Stable and fast WiFi connection at least 50Mbps (FOC); • Sound system compatible with USB, external hard drive etc; • Audible/operational sound system; • White screen for projector; • Waived electricity charges for the use of laptop and projectors; • 8-10 microphones; • Podium and Philippine flag; • Power outlets and extra extension cord for computer-aided workshop; • Separate table for the Resource Speaker (in front) and Secretariat (at the back) for registration; • Free pencil and paper; • Separate prayer area for male and female. <p>Accommodation:</p> <ul style="list-style-type: none"> • Room sharing for 40 pax w/ buffet breakfast (check-in Feb. 18 and check-out Feb 21); <p>Location and Accessibility:</p> <ul style="list-style-type: none"> • Accessible to public utility vehicles, police, hospital, etc. in case of emergencies. <p>Size:</p> <ul style="list-style-type: none"> • Spacious for 70 participants with social distancing. <p>Amenities:</p> <ul style="list-style-type: none"> • Air-conditioned; • With elevators; • Well-lighted room; • Free parking; 	P250,000.00		

	<ul style="list-style-type: none"> • In-door swimming C23pool and fitness gym <p>Food:</p> <ul style="list-style-type: none"> • No pork, and no derivatives from pork, swine, ham, pig or porcine (STRICTLY HALAL); • 18 Feb. – Buffet lunch, PM snacks, buffet dinner for 40 pax; • 19-20 Feb. – Buffet breakfast, lunch snacks for 70 pax; • 19-20 Feb. – Dinner for 40 pax; • 21 Feb. – Buffet breakfast for 40 pax <p>Ambiance:</p> <ul style="list-style-type: none"> • Free from outside noise. Able to focus during the entire duration of the activity. <p>Mode of Payment:</p> <ul style="list-style-type: none"> • Send bill arrangement payment thru LDDAP 			
ABC	TWO HUNDRED FIFTY THOUSAND PESOS (P250,000.00)			


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

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature over Printed Name of Representative/Company
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Address
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> PhilGEPS Registration Number (Platinum/Red)
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Tel. No./Cellphone /Email Address

RFQ No. 2024-004 Lease of Venue – NCMF Budget 101 and Budget Call