



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

**BIDS AND AWARD COMMITTEE**

**Request for Quotation No. 2024-006**

<b>Mode of Procurement: Section 53. LEASE OF VENUE AND ACCOMODATION</b>	
<b>Purpose: BPCR STRATEGIC PLANNING</b>	
<b>End-User: NCMF – BPCR</b>	<b>CODE (PAP)</b>
<b>PR No. 2024-02-0020</b>	<b>Date: 15 February 2024</b>
Please quote your lowest price on the item/s listed below not later than 21 February 2024 subject to the following terms and 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 at NCMF Central Office (Mondays-Fridays, 8:00AM-5:00PM at NCMF BAC Secretariat Office)	
<b>TERMS AND CONDITIONS:</b>	
<ol style="list-style-type: none"><li>1. In order to be eligible for the procurement suppliers/ service providers are <b>required to accomplished this RFQ</b> and submit on or before the deadline together with the following:<ol style="list-style-type: none"><li>a. <b>Valid PhilGEPS Registration Certificate/Number</b></li><li>b. <b>Valid Mayor's / Business Permit; and</b></li><li>c. <b>Income/ Business Tax Return</b></li></ol></li><li>2. <b>Late submission of quotation shall not be accepted</b></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, 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 initiated by the supplier or its authorized representatives(s)</li><li>6. The NCMF reserves the right to reject any or all 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 inclusive of VAT.</li></ol>	

ITEM	Description	ABC	ABC Comply/ Not Comply	Price Quotation
1.	Location: Within Luzon			
	Date: 28 February 2024- 2 March 2024			
	Number of participants: 20 pax			
	Lease of Real Property and Venue:			
	Function Room:			

	<ul style="list-style-type: none"> <li>• Classroom set-up (4-5 chairs per table)</li> <li>• Pillar, if any, should not obstruct the view of the participants towards the stage and projectors screens/s;</li> <li>• 3 wireless microphone units;</li> <li>• Podium, Philippine flag and pole;</li> <li>• Projector screen and table for LCD projector;</li> <li>• Free, fast and steady Wi-Fi connection;</li> <li>• Audible/operational sound system</li> <li>• Audible/operational sound system</li> <li>• Separate prayer area for male and female</li> </ul> <p>Accommodation: preferably in new/ newly renovated rooms:</p> <ul style="list-style-type: none"> <li>- Feb 28, 2024 (for 20 pax)</li> <li>- Feb 29, 2024 (for 20 pax)</li> <li>- March 1, 2024 (for 20 pax)</li> <li>- March 2, 2024 check out</li> </ul> <p><b>Food:</b> No pork and no derivative from pork, swine, ham, pig or porcine (<b>STRICTLY HALAL</b>)  Feb 28- buffet Dinner for 20 pax  Feb 29 - Full Board for 20pax  AM/PM Snacks; Buffet Lunch and Dinner  March 1- Full Board for 20pax  AM/PM Snacks; Buffet Lunch and Dinner  March 2 breakfast for 20 pax</p> <p>free-flowing coffee* (preferably brewed and tea*)</p> <p>Amenities:</p> <ul style="list-style-type: none"> <li>• Air-conditioned;</li> <li>• Well-lighted rooms and venue;</li> <li>• Free parking for participants</li> <li>• Free water</li> </ul> <p>Mode of payment:  Send bill arrangement payment thru LDDAP</p>	<b>P150,000.00</b>		
<b>ABC</b>	<b>ONE HUNDRED FIFTY THOUSAND PESOS (P150,00.00)</b>			

  
TAHIR S. LIDASAN JR., CESO II  
Chairman, BAC 124.002

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Signature over Printed Name of Representative/ Company

\_\_\_\_\_

Address

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PHILGEPS: Registration Number (Platinum/Red)

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Tel.No.: /Cellphone/Email Address

**RFQ No 2024 Lease of Venue- BPCR Strategic Planning**