



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2024-007

Mode of Procurement : Lease of Real Property and Venue (Sec. 53.10)

Purpose: 14th NCMF Founding Anniversary (Culmination Program)

End-user – HRDD – Administrative Service Code (PAP): 100000100001000

PR No. 2024-02-0017

Date: 16 February 2024

Please quote your lowest price for the items/s listed below not later than **19 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).

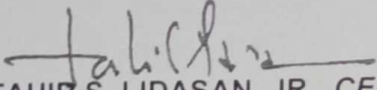
TERMS AND CONDITIONS:

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:
 - a. Valid PhilGEPS Registration Certificate/Number;
 - b. Valid Mayor's/ Business Permit; and
 - c. Income/Business Tax Return.
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.

All quotations shall be INCLUSIVE OF VAT.

Item	Description	ABC	Comply/Not Comply	QUOTATION PRICE
1	<p>LOCATION: Within Quezon City</p> <p>Date: 07 March 2024 (Thursday)</p> <p>Number of Pax: 350 pax</p> <p>Lease of Real Property and Venue</p> <p>Function/Hall Room:</p> <ul style="list-style-type: none"> • Indoor or outdoor room with stage; • Should have no columns/posts in the middle that can distract the participants and the program; • Chairs and tables (round tables for 6-8 persons each); • Long VIP or Presidential Table in front (with 6-8 chairs); • 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 or big LED TV; • Waived electricity charges for the use of laptop and projectors; • 3-5 microphones; • Podium and Philippine flag; • Power outlets and extra extension cord for computer-aided workshop; • Separate table for Secretariat (at the back) for registration; • With 1 (one) holding area for preparation of performers. <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 350 participants with social distancing. <p>Amenities:</p> <ul style="list-style-type: none"> • Air-conditioned; • Well-lighted room; • Free parking; <p>Food:</p> <ul style="list-style-type: none"> • No pork, and no derivatives from pork, swine, ham, pig or porcine (STRICTLY HALAL); 	<p>P420,000.00</p>		

	<ul style="list-style-type: none"> • 07 March 2024 – PM Snacks and Buffet Dinner for 350 pax; • Free overflowing coffee and drinking water. <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	FOUR HUNDRED TWENTY THOUSAND PESOS (P420,000.00)			


 TAHIR S. LIDASAN, JR., CESO II 24:009
 Chairman, BAC

Signature over Printed Name of Representative/Company

Address

PhilGEPS Registration Number (Platinum/Red)

Tel. No./Cellphone /Email Address

RFQ No. 2024-007 Lease of Venue – 14th NCMF Founding Anniversary (Culmination Program)