




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

**REQUEST FOR QUOTATION No. 2024-009**

<b>Mode of Procurement : Lease of Real Property and Venue (Sec. 53.10)</b>	
<b>Purpose: Seminar-Workshop on Digital Media</b>	
<b>End-user – Planning Service</b>	<b>Code (PAP): 2000010001000</b>
<b>PR No. 2024-02-0030</b>	<b>Date: 20 February 2024</b>
Please quote your lowest price for the items/s listed below not later than <b>23 February 2024</b> 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, 8:00 AM – 5:00 PM at NCMF BAC Secretariat Office).	
<b>TERMS AND CONDITIONS:</b>	
<ol style="list-style-type: none"><li>1. In order to be eligible for this procurement, suppliers/service providers are <b>required to accomplish this RFQ</b> and submit on or before the deadline together with the following:<ol style="list-style-type: none"><li>a. <u>Valid PhilGEPS Registration Certificate/Number;</u></li><li>b. <u>Valid Mayor's/ Business Permit;</u> and</li><li>c. <u>Income/Business Tax Return.</u></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 with complete requirements 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 initialed by the supplier or its authorized representative(s).</li><li>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.</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></ol> <p>All quotations shall be <u>INCLUSIVE OF VAT.</u></p>	

Item	Description	ABC	Comply/Not Comply	QUOTATION PRICE
1	<p><b>LOCATION:</b> Within Metro Manila</p> <p><b>Date:</b> 05-07 March 2024</p> <p><b>Number of Pax:</b> 50 pax</p> <p><b>Lease of Real Property and Venue</b></p> <p><b>Function Room:</b></p> <ul style="list-style-type: none"> <li>• Actual activity 05-06 Mar. 2024</li> <li>• Should have no columns/post in the middle that can distract both resource speakers and participants;</li> <li>• Chairs and tables (classroom set-up);</li> <li>• Stable and fast WiFi connection at least 50Mbps (FOC);</li> <li>• Sound system compatible with USB, external hard drive etc;</li> <li>• Audible/operational sound system;</li> <li>• White screen for projector;</li> <li>• Waived electricity charges for the use of laptop and projectors;</li> <li>• 8-10 microphones;</li> <li>• Podium and Philippine flag;</li> <li>• Power outlets and extra extension cord for computer-aided workshop;</li> <li>• Separate table for the Resource Speaker (in front) and Secretariat (at the back) for registration;</li> <li>• Free pencil and paper;</li> <li>• Separate prayer area for male and female.</li> </ul> <p><b>Accommodation:</b></p> <ul style="list-style-type: none"> <li>• Room sharing for 50 pax w/ buffet breakfast (check-in March 05 and check-out March 07);</li> </ul> <p><b>Location and Accessibility:</b></p> <ul style="list-style-type: none"> <li>• Accessible to public utility vehicles, police, hospital, etc. in case of emergencies.</li> </ul> <p><b>Size:</b></p> <ul style="list-style-type: none"> <li>• Spacious for 50 participants with social distancing.</li> </ul> <p><b>Amenities:</b></p> <ul style="list-style-type: none"> <li>• Air-conditioned;</li> <li>• With elevators;</li> <li>• Well-lighted room;</li> <li>• Free parking;</li> <li>• In-door swimming C23pool and</li> </ul>	<b>P200,000.00</b>		

	<p><b>Food:</b></p> <ul style="list-style-type: none"> <li>• No pork, and no derivatives from pork, swine, ham, pig or porcine (STRICTLY HALAL);</li> <li>• 05-06 March – Buffet breakfast, lunch, AM and PM snacks and dinner for 50 pax;</li> </ul> <p><b>Ambiance:</b></p> <ul style="list-style-type: none"> <li>• Free from outside noise. Able to focus during the entire duration of the activity.</li> </ul> <p>Mode of Payment:</p> <ul style="list-style-type: none"> <li>• Send bill arrangement payment thru LDDAP</li> </ul>			
ABC	TWO HUNDRED THOUSAND PESOS (P200,000.00)			

  
 TAHIR S. LIDASAN, JR., CESO II 24.007  
 Chairman, BAC

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Signature over Printed Name of Representative/Company

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Address

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PhilGEPS Registration Number (Platinum/Red)

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Tel. No./Cellphone /Email Address

RFQ No. 2024-009 Lease of Venue – Seminar-Workshop on Digital Media