



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

**BIDS AND AWARD COMMITTEE**  
**REQUEST FOR QUOTATION – 2024-034** *fn*

<b>Mode of Procurement: Lease of Real Property and Venue</b>	
<b>Purpose: Commission-Wide Operational Planning</b>	
<b>End-user - Planning Service</b>	<b>Code (PAP):</b>
<b>PR No. 2024-050146</b>	<b>Date: 27 May 2024</b>
Please quote your lowest price for the items/s listed below not later than <b>3 June 2024</b> subject to the following terms and conditions, and submit your quotation duly signed by your representative by email: or personal delivery at NCMF Central Office (Mondays-Fridays, 8:00 AM - 5:00 PM).	
<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 required to accomplish this RFQ 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; and</u></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. All quotations shall be <u>INCLUSIVE OF VAT.</u></li></ol>	

Item	Description	ABC	Comply/Not Comply	QUOTATION PRICE
	<p><b>LOCATION:</b> Within Cebu City</p> <p><b>Date:</b> July 23-27, 2024 inclusive of travel time (July 23 &amp; July 27)</p> <p><b>Number of Pax:</b> 50 Pax</p> <p><b>Function Room:</b></p> <ul style="list-style-type: none"> <li>• Preliminary meeting on July 23 @ 3:00PM</li> <li>• Actual activity July 24-26, 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 &amp; U-shape setup);</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>• 2 Wide white screens on both sides and 1 on the center with projector</li> <li>• Waived electricity charges for the use of laptops and projectors;</li> <li>• 5 or more microphones;</li> <li>• Podium and Philippine flag set-up at the stage;</li> <li>• Power outlets and extra extension cord for computer-aided workshop;</li> <li>• Separate table for the Resource Speaker/Emcee and Secretariat for the registration;</li> <li>• Free pens, papers, markers and candies;</li> <li>• Separate prayer room for male and female maximum of 20 capacity per room</li> <li>• Overflowing coffee and tea</li> <li>• Standby technician</li> </ul>			

	<p><b>Accommodation:</b></p> <ul style="list-style-type: none"> <li>• 25 Twin-sharing rooms</li> <li>• 2 VIP rooms (Preferably King size beds)</li> <li>• Check-in on July 23</li> <li>• Check-out on July 27</li> </ul> <p><b>Location and Accessibility:</b></p> <ul style="list-style-type: none"> <li>• Accessible to public utility vehicles, police, hospital, etc.</li> <li>• Available medical personnel/ assistance, in case of emergencies.</li> </ul> <p><b>Size:</b></p> <ul style="list-style-type: none"> <li>• Spacious for group workshops and breakout sessions</li> </ul> <p><b>Amenities:</b></p> <ul style="list-style-type: none"> <li>• Fully Air-conditioned</li> <li>• With elevators;</li> <li>• Well-lighted rooms and venue;</li> <li>• Free parking</li> <li>• In-door swimming pool and fitness center</li> <li>• Free round trip airport or hotel transfer service for 20 VIPs or officials.</li> </ul> <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>• July 23 —Lunch, PM snacks and dinner for 50 Pax;</li> <li>• July 24-26 – Full board Buffet Breakfast, AM/PM snacks, Lunch and Dinner</li> <li>• July 27, 2024 – Buffet Breakfast</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. No</li> </ul>			
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	sharing of conference venue with other guests  <b>Mode of Payment:</b> Send bill arrangement payment thru LDDAP			
<b>ABC</b>	<b>ONE MILLION PESOS (PHP1,000,000.00)</b>			

  
**TAHIR S. LIDASAN JR., CESO II**  
 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 Lease of Venue- Commission-Wide Operational Planning**