



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

**BIDS AND AWARD COMMITTEE**  
**Request for Quotation No. 2024-041**

<b>Mode of Procurement: Section 53. 10- LEASE OF REAL PROPERTY OR VENUE</b>	
<b>Purpose: BUREAU OF MUSLIM SETTLEMENT OPERATIONAL PLANNING</b>	
<b>End-User: BMS</b>	<b>CODE (PAP): 320200100003000</b>
<b>PR No. 2024-05-0153</b>	<b>Date: 8 July 2024</b>
Please quote your lowest price on the item/s listed below not later than <b>15 July 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>To be eligible for the procurement suppliers/ service providers are <b>required to accomplish this RFQ</b> and submit it on or before the deadline together with the following:<ol style="list-style-type: none"><li><b>Valid PhilGEPS Registration Certificate/Number</b></li><li><b>Valid Mayor's / Business Permit; and</b></li><li><b>Income/ Business Tax Return</b></li></ol></li><li><b>Late submission of the quotation shall not be accepted</b></li><li>Price validity shall be for sixty (60) calendar days.</li><li>Award of Contract shall be made to the lowest quotation and complies with the specifications and other terms and conditions stated in the RFQ.</li><li>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>The NCMF reserves the right to reject any or all bid proposals, declare 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>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>The terms of payment shall be made through a check payable to the supplier</li><li>All quotations shall be inclusive of VAT.</li></ol>	

Item	DESCRIPTION	ABC	Comply/ Not Comply	Price Quotation
	<b>Bureau of Muslim Settlement Operational Planning</b> <b>Date of Event:</b> August 13-14, 2024 <b>Venue:</b> Within Baguio City <b>Budget:</b> ₱ 150,000.00 <b>VENUE:</b> <ul style="list-style-type: none"><li>• DOT accredited</li><li>• <b>large enough to accommodate 30 pax</b> with social distancing.</li><li>• Should have no columns/post in the middle that can distract both resource speakers and participants</li></ul>	<b>₱ 150,000.00</b>		

- Chairs and large roundtables (7 pax per table) for the participants with social distancing
- Tables for the instructors/working group
- Secretariat table must be situated in the entrance
- additional room for break out or as ops briefing room
- walls/board where tarpaulins can be attached
- Sound system compatible with USB, external hard drive etc.
- Audible/operational sound system with standby technician
- Waived electricity charges for the use of laptop and projectors\*
- 8-10 wireless Microphones
- 2 Podiums and Philippine Flag
- Power outlets and extra extension cord for computer aided workshop
- Free pencil and paper on the roundtables
- Separate chair for the Emcee and Secretariat table (at the back) for registration
- Separate Prayer Area for Male and Female on August 13-14, 2024

**Accommodation:**

- August 12-14, 2024. – 15 rooms double sharing
- August 12, 2024-Check-In
- August 14, 2024-Check-Out

**Location and Accessibility:**

- Accessible to public utility vehicles, police, hospital, etc., in case of emergencies
- Can be easily navigated

**Size**

- Spacious for 30 participants with social distancing

**Amenities:**

- Air-conditioned;
- With elevators;
- Well-lighted venue and accommodation Rooms;
- Free parking for the guests and organizers;
- Free bottled water, candies, nuts in the plenary;
- In-door pool and fitness center

ABC	<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>• <b>August 12, 2024-</b> Dinner for 30 pax</li> <li>• <b>August 13-14, 2024.</b> – AM/PM snacks, Buffet Breakfast, Lunch and Dinner for 30 pax;</li> <li>• Overflowing brewed coffee and tea.</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><b>Mode of Payment:</b> Send bill arrangement payment thru LDDAP</p>			
<b>ABC ONE HUNDRED FIFTY THOUSAND PESOS (₱ 150,000.00)</b>				


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**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