



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

Bids and Awards Committee

REQUEST FOR QUOTATION No. 2024-082

Mode of Procurement: Section 53.10 – Lease of Real Property or Venue	
Purpose: PLANNING SERVICE TEAM BUILDING	
End-User: Bureau of Muslim Settlement	CODE (PAP): 200000100001000
PR No.: 2024-11-0300	Date: November 5, 2024
Please quote your lowest price on the item/s listed below not later than 11 NOVEMBER 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:	
<ol style="list-style-type: none">1. To be eligible for the procurement suppliers'/ service providers are required to accomplish this RFQ and submit it on or before the deadline together with the following:<ol style="list-style-type: none">a. Valid PhilGEPS Registration Certificate/Number;b. Valid Mayor's / Business Permit; andc. Income/Business Tax Return2. Late submission of the quotation shall not be accepted3. Price validity shall be for sixty (60) calendar days.4. Award of Contract shall be made to the lowest quotation 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 initiated by the supplier or its authorized representatives(s)6. 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.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 a check payable to the supplier9. All quotations shall be inclusive of VAT.	

ITEM	DESCRIPTION	ABC	COMPLY/ NOT COMPLY	PRICE QUOTATION
1.	PLANNING SERVICE TEAM BUILDING Date of Event: December 3- 6, 2024 Location: Baler, Aurora Number of Pax: 27 FUNCTION ROOM: a. Actual activity on December 4, 2024	₱300,000.00		

	<p> b. Should have no columns/post in the middle that can distract both resource speakers and participants; c. Chairs and tables (classroom & U-shape setup); d. Stable and fast WIFI connection; e. Audible/operational sound system; f. At least one (1) Wide white screen on the center with projector g. Waived electricity charges for the use of laptops and projectors; h. Two (2) usable microphones; i. Podium and Philippine flag set-up at the front; j. Power outlets and extra extension cord for computer-aided workshop; k. Separate table for the Resource Speaker/Emcee and Secretariat for the registration; l. Free pens, papers, markers and candies; m. Overflowing coffee and tea n. Standby technician ACCOMMODATION: a. 1 VIP room (Preferably King size beds) b. 11 Twin-sharing rooms c. 1 Quad-sharing room d. Check-in on December 3 e. Check-out on December 6 LOCATION AND ACCESSIBILITY: a. Accessible to public utility vehicles, police, hospital, etc. b. Available Medical personnel/assistance, in case of emergencies </p>			
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	<p>SIZE:</p> <p>a. Spacious for group workshops and breakout sessions</p> <p>AMENITIES:</p> <p>a. Fully Air-conditioned</p> <p>b. Well-lighted rooms and venue;</p> <p>c. Free parking</p> <p>d. Out-door swimming pool</p> <p>FOOD:</p> <p>a. Muslim friendly food (STRICTLY NO PORK, & NO DERIVATIVES FROM PORK, SWINE, HAM, PIG or PORCINE)</p> <p>b. DECEMBER 3 – Dinner</p> <p>c. DECEMBER 4 – Buffet Breakfast, AM/PM snacks, Lunch, and Dinner;</p> <p>d. DECEMBER 5 – Buffet Breakfast, and Dinner; and</p> <p>e. DECEMBER 6 – Buffet Breakfast</p> <p>AMBIANCE:</p> <ul style="list-style-type: none"> • Free from outside noise. Able to focus during the entire duration of the activity. No sharing of conference venue with other guests. <p>MODE OF PAYMENT:</p> <ul style="list-style-type: none"> • Send bill arrangement payment thru LDDAP. 			
ABC	THREE HUNDRED THOUSAND PESOS 300,000.00)		(P	


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

Signature over Printed Name of Representative/ Company

Address

PHILGEPS: Registration Number (Platinum/Red)

Tel. No.: /Cellphone/Email Address

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