



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

Bids and Awards Committee

REQUEST FOR QUOTATION No. 2024-083

Mode of Procurement: Section 53.10 – Lease of Real Property or Venue	
Purpose: NCMF YEAR-END PERFORMANCE ASSESSMENT	
End-User: PLANNING SERVICE	CODE (PAP): 200000100001000
PR No.: 2024-11-0302	Date: November 7, 2024
Please quote your lowest price on the item/s listed below not later than 13 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.	NCMF YEAR-END PERFORMANCE ASSESSMENT Date of Event: December 15- 19, 2024 Location: Within Tawi-Tawi Number of Pax: 50 pax Advance Party: 6 pax on December 15, 2024	₱500,000.00		

	<p>FUNCTION ROOM:</p> <ul style="list-style-type: none"> • Preliminary meeting on December 16 @ 3:00PM • Actual activity December 17-18, 2024 • Should have no columns/post in the middle that can distract both resource speakers and participants; • Chairs and tables (classroom & U-shape setup); • Stable and fast WIFI connection at least 50Mbps (FOC); • Sound system compatible with USB, external hard drive etc.; • Audible/operational sound system; • 2 Wide white screens on both sides and 1 on the center with projector • Waived electricity charges for the use of laptops and projectors; • 5 or more microphones; • Podium and Philippine flag set-up at the stage; • Power outlets and extra extension cord for computer-aided workshop; • Separate table for the Resource Speaker/Emcee and Secretariat for the registration; • Free pens, papers, markers and candies; • Separate prayer room for male and female maximum of 15 capacity per room • Overflowing coffee and tea • Standby technician 			
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<p>ACCOMMODATION:</p> <ul style="list-style-type: none"> a. December 15 – 3 Twin-Sharing Rooms b. December 16-19 – 4 VIP rooms (King Size Beds, if available); 25 Twin-Sharing Rooms c. Daily Make-up room d. Check-in on December 15 e. Check-out on December 19 <p>LOCATION AND ACCESSIBILITY:</p> <ul style="list-style-type: none"> a. Accessible to public utility vehicles, police, hospital, etc. b. Available Medical personnel/assistance, in case of emergencies <p>SIZE:</p> <ul style="list-style-type: none"> a. Spacious for group workshops and breakout sessions <p>AMENITIES:</p> <ul style="list-style-type: none"> a. Fully Air-conditioned b. With elevators, if high floors; c. Well-lighted rooms and venue; d. Free parking e. In-door swimming pool and fitness Center (Optional) <p>FOOD:</p> <ul style="list-style-type: none"> a. No Pork, & No Derivatives From Pork, Swine, Ham, Pig Or Porcine (STRICTLY HALAL) b. DECEMBER 15 – Lunch & Dinner for 6 pax c. DECEMBER 16 – Breakfast, AM snacks for 6 pax d. DECEMBER 16 – Lunch, PM Snacks, and Dinner for 50 pax e. DECEMBER 17-18 – Full Board Meal f. DECEMBER 19 - Breakfast 			
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	AMBIANCE: <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. • Preferably near the beach MODE OF PAYMENT: <ul style="list-style-type: none"> • Send bill arrangement payment thru LDDAP. 			
ABC	FIVE HUNDRED THOUSAND PESOS	(P 500,000.00)		


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

<div style="margin-bottom: 20px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> Signature over Printed Name of Representative/ Company </div> <div style="margin-bottom: 20px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> Address </div> <div style="margin-bottom: 20px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> PHILGEPS: Registration Number (Platinum/Red) </div> <div> <div style="border-bottom: 1px solid black; width: 100%;"></div> Tel. No.: /Cellphone/Email Address </div>

RFQ No. 2024-083 – YEAR-END ASSESSMENT