

#### Republic of the Philippines

# OFFICE OF THE PRESIDENT

## NATIONAL COMMISSION ON MUSLIM FILIPINOS

www.ncmf.gov.ph

#### **Bids and Awards Committee**

## **REQUEST FOR QUOTATION No. 2024-083-A**

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

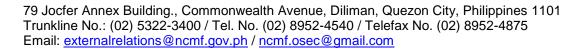
PR No.: 2024-11-0302 Date: November 22, 2024

Please quote your lowest price on the item/s listed below not later than <u>27 NOVEMBER 2024</u> subject to the following terms and conditions, and submit your quotation duly signed by your representative by email: <u>bacsecretariat@ncmf.gov.ph</u> or personal delivery at NCMF Central Office (Mondays-Fridays, 8:00 AM-5:00 PM at NCMF BAC Secretariat Office)

#### **TERMS AND CONDITIONS:**

- 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:
  - a. Valid PhilGEPS Registration Certificate/Number;
  - b. Valid Mayor's / Business Permit; and
  - c. Income/Business Tax Return
- 2. Late submission of the quotation shall not be accepted
- 3. 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 supplier
- 9. All quotations shall be inclusive of VAT.

ITEM	DESCRIPTION	ABC	COMPLY/ NOT COMPLY	PRICE QUOTATION
	NCMF YEAR-END PERFORMANCE ASSESSMENT			
	Date of Event: December 27- 30, 2024 Location: Within Tawi-Tawi Number of Pax: 50 pax			
1.	<ul> <li>FUNCTION ROOM:</li> <li>Preliminary meeting on December 26 @ 3:00PM</li> <li>Actual activity December 28-29, 2024</li> <li>Should have no columns/post in the middle that can distract both resource speakers and participants;</li> </ul>	₱500,000.00		





- 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 computeraided 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 capacities per room
- Overflowing coffee and tea
- Standby technician

## **ACCOMMODATION:**

- **a.** December 27-30 3 Twin-Sharing Rooms; 4 VIP rooms (King Size Beds, if available); 25 Twin-Sharing Rooms
- **b.** Daily Make-up room
- **c.** Check-in on December 27
- **d.** Check-out on December 30

# LOCATION AND ACCESSIBILITY:

- **a.** Accessible to public utility vehicles, police, hospital,
- **b.** Available Medical personnel/assistance, in case of emergencies

#### SIZE:

 Spacious for group workshops and breakout sessions

	<b>AMENITIES: a.</b> Fully Air-conditioned <b>b.</b> With elevators, if high			
	floors; <b>c.</b> Well-lighted rooms and venue;			
	<ul><li>d. Free parking</li><li>e. In-door swimming pool and fitness Center (Optional)</li></ul>			
	FOOD:  a. No Pork, & No Derivatives from Pork, Swine, Ham, Pig or Porcine (STRICTLY HALAL) b. DECEMBER 27 – Lunch, PM Snacks, and Dinner for 50 pax c. DECEMBER 28-29 – Full Board Meal d. DECEMBER 30 - Breakfast			
	AMBIANCE: • 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			
	<ul><li>MODE OF PAYMENT:</li><li>Send bill arrangement payment thru LDDAP.</li></ul>			
ABC	<b>FIVE HUNDRED THOUSAN</b>	ID PESOS	(₱ 500,00	0.00)

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

Signature over Printed Name of Representa	tive/ Compan
Address	
PHILGEPS: Registration Number (Platin	num/Red)
Tel. No.: /Cellphone/Email Addre	 ess

RFQ No. 2024-083-A - NCMF YEAR-END PERFORMANCE ASSESSMENT