



BAGONG PILIPINAS

Republic of the Philippines

OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON MUSLIM FILIPINOS

www.ncmf.gov.ph

REQUEST FOR QUOTATION

Date:06 Dec 2024

RFQ No. 2024-089

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **NATIONAL COMMISSION ON MUSLIM FILIPINOS**, through its Bids and Awards Committee (BAC), intends to procure for the **CLOSING CEREMONY OF THE 19TH SERIES OF SHARI'AH TRAINING SEMINAR FOR METRO MANILA AND OVERSEAS** through **Section 53.10 (Negotiated Procurement – Lease of Real Property or Venue)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 5:00 PM of 11 December 2024** addressed to:

Bids and Awards Committee

79 Jocfer Annex Building., Commonwealth Avenue, Diliman, Quezon City, Philippines

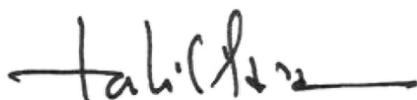
Telephone No.: (02) 5322-3400/Tel. No. (02) 8952-4540

Email: bacsecretariat@ncmf.gov.ph

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H: of 2016 revised IRR of RA No. 9184, **the following documents are required to be submitted along with your proposal on the above set deadline** and before the issuance of the Notice of Award (for documentary requirements with stamp certified true copies from the bidder)

Document	Remarks
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment . Except for government agencies as lessors.
PhilGEPS	Submit PhilGEPS Registration Certificate/Number. Except for government agencies as lessors.
Income/Business Tax Return	Except for government agencies as lessors.

For any clarification, you may email us at our email address at bacsecretariat@ncmf.gov.ph


TAHIR S. LIDASAN JR., CESO II
Chairperson, Bids and Awards Committee

INSTRUCTIONS:
Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.
(2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions.
(3) **All technical specifications must be complied with.** Failure to comply with the requirements shall render the quotation ineligible/disqualified.
(4) Quotations may be submitted through electronic mail at bacsecretariat@ncmf.gov.ph.
(5) **Quotations, including documentary requirements, received after the deadline shall not be accepted.** For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1 Bidders shall provide correct and accurate information required in this form.
2 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3 Price quotation/s must be valid for a period of sixty (60) calendar days from the deadline of submission.
4 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5 Quotations exceeding the Approved Budget for the Contract shall be rejected.
6 Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
7 The item/s shall be delivered according to the accepted offer of the bidder.
8 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.
9 The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM	TECHNICAL SPECIFICATIONS	COMPLY/NOT COMPLY	REMARKS
1.	Location: Within Quezon City Venue (Structures and Conditions) Location: Within Quezon City Function Room: Can accommodate 100-120 guests, compliant with health protocol Arrangements: Round Table for 10s or less Date of Activity: December 20, 2024 (10AM – 1PM)		

	<p>Meals and Snacks (Lunch):</p> <p>b. 100 pax @ 550 per head</p> <p>c. Strictly HALAL / NO PORK DERIVATIVES</p> <p>d. 1 Main Dish with Drink and Noodles</p> <p>Venue (Structure and Conditions)</p> <p>a. The foundation is made of concrete and structural steel materials or combination of both</p> <p>Note: The venue hall is clear, with full view of the participants towards the stage and projector screen/s.</p> <p>Amenities:</p> <p>a. Secretariat’s table and chairs;</p> <p>b. Philippine Flag and Pole;</p> <p>c. Free and Steady Wi-Fi connection;</p> <p>d. Table for LCD Projector;</p> <p>e. Podium;</p> <p>f. Sound System;</p> <p>g. At least 2 microphone units.</p> <p>Other:</p> <p>a. Compliance with the standard provided by the building Code of the Philippines;</p> <p>b. At least one (1) operational elevator (24/7);</p> <p>c. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler;</p> <p>d. Available telephone and/or internet connection within the premises;</p> <p>e. Provision of technical, janitorial, and maintenance services;</p> <p>f. Ambiance promotes listening and learning;</p> <p>g. Adequate parking space.</p>		
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FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Branch: _____

Please quote your **best offer** below. Please do not leave any blank items.

CLOSING CEREMONY OF THE 19TH SERIES OF SHARI'AH TRAINING SEMINAR FOR METRO MANILA AND OVERSEAS

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
FIFTY-FIVE THOUSAND PESOS (PHP 55,000.00)	In Words:

	In Figures:

Signature over printed name

Position Title/Designation

Office Telephone No./Mobile No.

Email Address