



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
www.ncmf.gov.ph

REQUEST FOR QUOTATION

Date: January 22, 2025
RFQ No. 2025-004

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 the **Venue for the NCMF -BMEA STRATEGIC PLANNING AND TEAM BUILDING** 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.

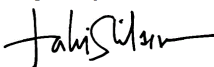
Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 05:00 PM of 28 January 2025** addressed 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 2024 Mayor's or Business Permit with the Official Receipt of renewal application. Except for gov't agencies as lessors
PhilGEPS	Except for gov't agencies as lessors
Income/Business Tax Return	Except for gov't agencies as lessors

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

Signed by:

026437AFDF384AE...

2025-01-23

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

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 **mandatory** 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: BATANGAS		
2.	Date: February 5-7, 2025 Pax: 35pax		
3.	Function Room: <ul style="list-style-type: none">• 2 wireless microphone units;• Podium, Philippine flag and pole;		

	<ul style="list-style-type: none">• Projector screen and table for LCD projector;• Wifi connections;		
4.	Accommodation: February 5-7, 2025 for 35 pax Food (for 35pax) Strictly NO PORK or ANY DERIVATIVES FROM PORK, SWINE, HAM, PIG, OR PORCINE <ul style="list-style-type: none">• February 5- Lunch and Dinner• February 6- Breakfast, Lunch and Dinner• February 7—Breakfast, Lunch-check out		
5.	Amenities: <ul style="list-style-type: none">• Air-conditioned;• Well lighted rooms and venue;• Free parking for participants;• Free water		
6.	Mode of Payment: Send bill arrangement		

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. A 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.

VENUE FOR THE NCMF -BMEA STRATEGIC PLANNING AND TEAM BUILDING

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
TWO HUNDRED ONE THOUSAND EIGHT HUNDRED EIGHTY PESOS (PHP201,880.00)	In Words: In Figures:

Signature over printed name

Position Title/Designation

Office Telephone No./Mobile No.

Email Address