



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

REQUEST FOR QUOTATION

Date: February 27, 2025
RFQ No. 2025-015

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 CONDUCT OF THE CULMINATION ACTIVITY FOR THE 15TH YEAR NCMF ANNIVERSARY** through **Section 53.10 (Negotiated Procurement – Lease of Real Property and Venue)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

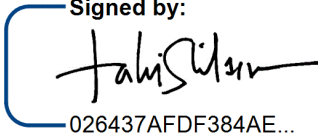
Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 5:00 PM of 5 March 2025** addressed 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 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 gov't agencies as lessors
PhilGEPS	Submit PhilGEPS Registration Certificate/Number 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...
TAHIR S. LIDASAN JR., CESO II
Chairperson, Bids and Awards Committee

2025-02-27

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.	Date: MARCH 10,2025 (Monday) Time: 4:00 – 10:00 PM Location: Within Quezon City Number of participants: 250 pax		
2.	VENUE: a) Can accommodate 250 pax b) Free-flowing coffee and tea set up with sugar and creamer c) Chairs and table (round table set-up for 6-8 persons) d) Long VIP or Presidential Table in front (with 6-8 chairs) e) Stable and fast Wi-Fi connection f) The Secretariat table must be situated at the entrance for registration g) Sound System compatible with USB, external hard drive etc. h) Audible/operational sound system *White screen for projectors* i) Waived electricity charges for the use of laptop and projectors j) Minimum 3 microphones k) Podium and Philippine Flag		

	<div>l) Power outlets and extra extension cord for charging</div> <div>m) Separate Prayer Area for Male and Female</div> <div>n) Meals good for 250 pax (Buffet Dinner for 250 pax)</div>		
3.	<div>Location and Accessibility</div> <div>a) Accessible to public utility vehicles, police, hospital, etc., in case of emergencies.</div>		
4.	<div>SIZE:</div> <div>Spacious for 250 participants</div>		
5.	<div>Amenities:</div> <div>a) Air-conditioned</div> <div>b) with elevators</div> <div>c) well-lighted room</div> <div>d) free parking</div> <div>e) free water (cold and hot)</div> <div>f) Free-flowing brewed coffee and tea</div>		
6.	<div>Ambiance:</div> <div>a) Free from outside noise. Able to focus during the entire duration of the activity</div>		
7.	<div>Food:</div> <div>a) STRICTLY NO PORK OR ANY DERIVATIVES FROM PORK, SWINE, HAM, PIG, OR PORCINE AND NO LIQUOR OR WINE (STRICTLY HALAL)</div>		
8.	<div>MODE OF PAYMENT:</div> <div>a) Send bill arrangement payment thru LDDAP</div>		

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.

VENUE FOR THE CONDUCT OF THE CULMINATION ACTIVITY FOR THE 15TH YEAR NCMF ANNIVERSARY

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
FOUR HUNDRED FIFTY THOUSAND PESOS (PHP 450,000.00)	<div>In Words: <div></div><div></div><div></div><div></div><div></div><div>In Figures: <div></div><div></div><div></div><div></div></div></div>

Signature over printed name

Position Title/Designation

Office Telephone No./Mobile No.

E-mail Address