



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

REQUEST FOR QUOTATION

Date: **Mar 11, 2025**
RFQ No. **2025-017**

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 GRAND IFTAR FOR NCMF VALUED PARTNERS with Theme: Season for Nurturing Amal** 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.

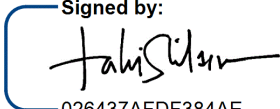
Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 01:00 PM of 14 March 2025** addressed 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 2025 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 the renewal application for 2025. 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:

026437AEDF384AE...
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 the 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 Makati City		
2.	Date and Time: March 19, 2025 5:00 pm – 10:00 pm		
3.	Number of participants: 150 persons		
4.	Food: No pork and no derivative from pork, swine, ham, pig or porcine (STRICTLY HALAL) • Buffet Dinner		

	<ul style="list-style-type: none">• Free-flowing coffee and tea• Free water		
5.	Amenities: <ul style="list-style-type: none">• Air-conditioned;• Well-lighted rooms and venue;• Free parking for participants;• Audio Visual equipment• Regular PA system• Microphones• Projector screen• LCD projector• Stage and podium• Wireless internet access in the function room• Alcohol/sanitizer in the registration area• Round Table Arrangement 8 pax per table• Nameplate for 6 VIP Tables• All 6 VIP tables have completely served the buffet dinner at exactly 6 pm• 3 Buffet table set-ups conveniently located near the 150 guests• Secretariat table and chairs• Designated prayer rooms for male and female		
6.	Inclusion: <ul style="list-style-type: none">1. 5 Rooms for Technical Secretariats2. 9x12 ft LED Wall		
	Mode of payment: <p>Send bill arrangement payment thru LDDAP (List of Due and Demandable Accounts Payable)</p>		

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.

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with Theme: Season for Nurturing Amal**

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
Four Hundred Eighty Thousand Pesos (P480,000,00)	In Words:

	In Figures:

Signature over printed name

Position Title/Designation

Office Telephone No./Mobile No.

Email Address