



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**  
[www.ncmf.gov.ph](http://www.ncmf.gov.ph)

**REQUEST FOR QUOTATION**

Date: Jun 10, 2025  
RFQ No. 2025-048

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 **LEASE OF VENUE AND ACCOMMODATION FOR THE BAC INTERNAL PROCESS REVIEW WORKSHOP AND STRATEGIC PLANNING ACTIVITIES** 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.

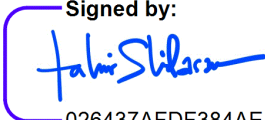
Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 9:00 AM of 16 June 2025** addressed 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](mailto: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
<b>Copy of 2025 Mayor's or Business Permit</b>	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2025 Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment</b> . Except for gov't agencies as lessors
<b>PhilGEPS</b>	Submit PhilGEPS Registration Certificate/Number Except for gov't agencies as lessors
<b>Income/Business Tax Return</b>	Except for gov't agencies as lessors

For any clarification, you may email us at our email address at [bacsecretariat@ncmf.gov.ph](mailto:bacsecretariat@ncmf.gov.ph)

Signed by:  
  
026437AFDF384AF  
**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](mailto: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: <b>Within Cebu</b> DATE OF EVENT: <b>July 9, 2025 – July 13, 2025</b> NUMBER OF PARTICIPANTS: <b>25 pax</b> ROOMS: <b>1 Executive Room Solo,</b> <b>the rest are twin-sharing</b>		
2	<b>VENUE</b> <ul style="list-style-type: none"><li>1. Can accommodate up to 25 pax</li><li>2. Free-flowing coffee set up with sugar and creamer</li><li>3. Chairs and Table (classroom set-up)</li><li>4. Stable and Fast Wi-Fi Connection</li><li>5. The Secretariat table must be situated at the entrance and there should be a separate table for the resource speaker</li></ul>		

	<div>6. Sound System compatible with USB, external hard drive, etc.</div> <div>7. Audible/Operational sound system</div> <div>8. Projector with White Screen available</div> <div>9. Waived electricity charges for the use of laptops and projectors</div> <div>10. Minimum of 2 (two) microphones</div> <div>11. Podium/Rostrum and Philippine Flag</div> <div>12. Power outlets and extra extension cord for computer-aided workshop</div> <div>13. Free pencil and paper</div> <div>14. Separate table for the resource speaker (in front) and Secretariat (at the back) for registration</div> <div>15. Meals good for 25 pax (full board meals)</div>		
	<div>ACCOMMODATION</div> <div>16. July 9, 2025 – inclusive of PM snacks and dinner upon check-in date, for 25 pax</div> <div>17. July 10-12, 2025 – inclusive of full board meals (breakfast, AM snacks, lunch, PM snacks, and dinner) for 25 pax</div> <div>18. July 13, 2025 – inclusive of breakfast prior to check-out for 25 pax</div>		
3	<div>AMENITIES</div> <div>19. Air-conditioned</div> <div>20. With elevators</div> <div>21. Well-lighted rooms</div> <div>22. Free parking</div> <div>23. Free water (cold and hot)</div> <div>24. Free-flowing coffee</div>		
4	<div>FOOD</div> <div>25. <b>Strictly no pork</b>, and no derivatives from pork, swine, ham, pic, or porcine</div>		
5	<div>AMBIANCE</div> <div>26. Free from outside noise, able to focus during the entire duration of the activity</div>		
6	<div>MODE OF PAYMENT:</div> <div>27. 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.

**LEASE OF VENUE AND ACCOMMODATION FOR THE BAC INTERNAL PROCESS REVIEW WORKSHOP AND STRATEGIC PLANNING ACTIVITIES**

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

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position Title/Designation

\_\_\_\_\_  
Office Telephone No./Mobile No.

\_\_\_\_\_  
E-mail Address