



Republic of the Philippines

National Authority for Child Care

Address: 4th Floor A.N.Y. Building, #38 Timog Avenue, Brgy. Laging Handa,
Quezon City, Metro-Manila
Tel no. 8726-45-68, Cellphone No. 09062086126

REQUEST FOR QUOTATION

RFQ-2022010

PROCUREMENT OF HOTEL ACCOMMODATION, MEALS, AND VENUE FOR THE 2022 ADOPTION AND ALTERNATIVE CHILD CARE WEEK CELEBRATION CONFERENCE.

The NACC, through the Finance and Administrative Division (FAD), intends to apply the sum of **Seven Hundred Seventy-Four Thousand Five Hundred Pesos (Php774,500.00) Only** as approved Agency Budget Ceiling (ABC).

Unit	Item Description	Quantity
Hotel accommodation, meals, and venue for the 2022 Adoption and Alternative Child Care Week Celebration Conference		
	Preferred Location: Metro Manila	
	Date of Activity: June 8-11, 2022	
	Room Type: only twin sharing is allowed during pandemic)	
	Board and Lodging	
Pax	Check-in June 8, 2022; Check-out: June 11, 2022	20
	Check-in June 8, 2022; Check-out: June 10, 2022	28
	Check-in June 9, 2022; Check-out: June 10, 2022	33
	Food and Venue (Live-out Participants)	
	June 9 – 10, 2022 – AM/ PM Snack, Lunch	69
	June 10, 2022 – AM/ PM Snack, Lunch	61
	Food Service	
	June 8, 2022 – Dinner	48
	June 9, 2022 – Breakfast	48
	AM, PM Snack, Lunch	150
	Dinner	81
	June 10, 2022 – Breakfast	81
	AM, PM Snack, Lunch	150
	Dinner	20
	June 11, 2022 – Breakfast	20
INCLUSION:		
1. Free use of conference room for maximum of 150 pax with stage set-up (June 8, 2022 3:00 pm to June 10, 2022 – 6PM)		
2. Complimentary use of standard conference equipment: at least 2 LCD projectors with screen, PA sound system, microphones (2 in rostrum and 3 floor microphones), preferably use of lapel for the speaker		
3. Registration table with Chairs for 6 pax		
4. Free flowing coffee/tea during seminar proper		
5. Complimentary welcome signage		
6. Wi-Fi internet access during the whole event		
7. Waived electrical charges for basic equipment		
8. Corkage or handling fees if applicable		
9. Complimentary stage set-up		
10. Parking passes		
11. Payment scheme / mode - NACC request send bill		
12. TOTAL ABC: 774,500.00		

REQUIRED DOCUMENTS

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- (e) BIR Certificate of registration.

POSTING DATE

May 26, 2022

DEADLINE

May 28, 2022