



*Republic of the Philippines*

***National Authority for Child Care***

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Quezon City, Metro-Manila

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# **REQUEST FOR QUOTATION**

## **RFQ-2022040**

### **PROCUREMENT OF LEASE OF VENUE TRAINING ON TECHNICAL WRITING CUM CASE STUDY WRITING FOR SOCIAL WORKERS MINDANAO CLUSTER (FO X – XII CARAGA)**

The NACC, through the Finance and Administrative Division (FAD), intends to apply the sum of **THREE HUNDRED TEN THOUSAND FIVE HUNDRED Pesos (PHP310,500.00) Only** as approved Agency Budget Ceiling (ABC).

Unit	Item Description	Quantity
<b>PROCUREMENT OF LEASE OF VENUE TRAINING ON TECHNICAL WRITING CUM CASE STUDY WRITING FOR SOCIAL WORKERS MINDANAO CLASTER (FO X – XII CARAGA)</b>		
	Preferred Location: Cagayan De Oro City	
	Date of Activity: November 16 – 18, 2022	
	Time of Activity: 08:00AM – 5:00PM	
PAX	Board and Lodging (Live-in Participants) Room type: Triple /Twin-Sharing Check-in: November 16, 2022 / Check-out: November 18, 2022	30
	Board and Lodging for the NACC Training Team, Resource Speakers and Secretariat Check-in: November 15, 2022 / Check-out: November 18, 2022 Room type: Triple /Twin-Sharing	15
	<p><b>INCLUSION:</b></p> <ol style="list-style-type: none"> <li>1. Free use of conference room for maximum of 45 pax with stage set-up and standard floral arrangements</li> <li>2. Complimentary use of standard conference equipment: at least 1 LCD projectors with screen, PA sound system, microphones (1 in rostrum and 4 floor microphones)</li> <li>3. Preferably use of lapel for the speakers</li> <li>4. Registration table with Chairs for 4 pax</li> <li>5. Dedicated technician during the event</li> <li>6. Complimentary welcome signage</li> </ol>	
PAX	<ol style="list-style-type: none"> <li>7. Complimentary Wi-Fi internet access during the whole event</li> <li>8. Waived electrical charges for basic equipment</li> <li>9. Corkage or handling fees if applicable</li> <li>10. Free flowing of coffee/tea during training</li> <li>11. Payment scheme / mode - NACC request send bill</li> </ol> <p>Date of Activity: November 16, 2022 Time of Activity: 08:00 AM – 5:00PM Food Service: Assisted Buffet for lunch, Snack, and Dinner TOTAL ABC: Php 310,500.00</p>	45

## 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

**October 19, 2022**

### DEADLINE

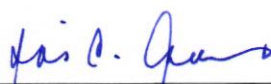
**October 24, 2022**

Certified Correct:

  
**KATHERINE B. DELA CRUZ**  
Project Development Officer III

End User:

Approved by:

  
BAC Chairperson