



REQUEST FOR QUOTATION

Provision of Venue including for Skills Enhancement Training for Administrative Personnel

P.R. No./Date Received: _____

RFQ/P No. / Date: RFQ-2022054

The National Authority for Child Care invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the Approved Budget for the Contract.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Signed Terms of Reference
- Latest Income / Business Tax Return

This pro-forma quotation maybe be submitted through register or electronic mail to the NACC Bids and Award Committee at above address or email to estorres@nacc.gov.ph on or before November 21, 2022 subject to the following Term and Conditions:

1. All entries shall be typed or written in a clear legible manner
2. No alternate quotation/offer is allowed, suppliers who submitted more quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for 15 calendar days upon issuance of this documents. Alternative bids shall be rejected.
4. Price quotation to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% PO or 2% JO deductions
5. NACC Technical Working Group may require you to submit documents that will prove your legal, financial capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: section 68- Liquidates damages and section 69- imposition of administrative penalties shall be observed.
7. NACC reserve the right to reject any and all quotation, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR
8. In case of tie quotation, suppliers' presence is required during tie braking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, condition will be governed by the submitted signed Terms of Reference

Very truly yours

NACC BAC CHAIRPERSON



National Authority for Child Care (NACC)
(formerly Inter-Country Adoption Board (ICAB))
4th floor, ANY Building
#38 Timog Ave., Quezon City, Philippines 1111

Item	QTY	ABC	Project Title	Total Ammount
				(to be Filled-up by the supplier)
1	1	Php 234,000.00	<u>Provision of Venue including for Skills Enhancement Training for Administrative Personnel</u>	
			Terms of Reference	
<u>Total Lot ABC</u>		<u>234,000.00</u>		
Delivery Instruction			Please see attached Terms of Reference	

We undertake, if our proposal is accepted to supply/ deliver the goods in accordance with the specification and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the term and condition and it shall remain upon us and may be accepted at any time before the expatriation of that period.

Until a Purchased Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name: _____

Designation/Position: _____

Name of Company: _____

Address: _____

Telephone/Fax: _____

E-mail Address: _____

Company Tax Identification Number: _____



Terms of Reference

Provision of Venue including for Skills Enhancement Training for Administrative Personnel

I. Rationale/Objective

The enactment of Republic Act 11642, or the Domestic Adoption and Alternative Child Care Act, which reorganized for the purpose the Intercountry Adoption Board into the National Authority for Child Care (NACC), has broadened the mandate and functions of said agency. Some functions of other agencies, including the DSWD relative to adoption and other alternative child care services are transferred to the NACC.

The DSWD and the NACC are now in the process of transition whereby the adoption and alternative child care services of the former, including the personnel involved in the delivery of said services will be detailed to the NACC.

This transfer of functions and detail of personnel is expected to greatly magnify the opportunities and challenges that the NACC Services Cluster will have to face in the implementation of the agency's programs and services. The need of the Services Cluster for a strong administrative support to enable its personnel to effectively and efficiently perform their mandated functions cannot be overemphasized.

Realizing the need for such strong administrative support services, the Administration and Finance Cluster saw the need to enhance the capability of its personnel in the different aspects of administrative functions. Moreover, existing civil service rules provide that each personnel in the civil service should undergo at least one (1) human resource development intervention each year.

It is in this context that the Skills Enhancement Seminar-Workshop for Administration and Finance Personnel is being proposed.

OBJECTIVES

1. To enable the different administrative and finance units to prepare and present the process maps of the different business processes of their respective units.
2. To enhance the understanding of the administrative and finance staff on the Strategic Performance Management System under CSC MC 6, series of 2012, and enable them to prepare and present their Individual Performance Commitments.
3. To raise the level of awareness of administrative and finance staff about property management specifically their accountability and responsibility on the government property entrusted to them.
4. To inspire the administrative and finance staff to work with vigor and with utmost efficiency by raising their level of knowledge about the ethical standards, norms of behavior and their accountability as public servants.
5. To surface the problems, challenges, and difficulties encountered by the administrative and finance staff and identify issues and concerns, if any, affecting their job performance and to identify possible solutions;



II. Participants

<i>Provision of Venue including for Skills Enhancement Training for Administrative Personnel</i>		
	Date of Activity: November 25 – 30, 2022	
	Time of Activity: 08:00AM – 5:00PM	
	Room type: Twin or Triple Sharing (Pandemic Protocol)	
PAX	Boar and Lodging for Participants	28
	Boar and Lodging for Resource Speaker	2
	Total	30
	Schedule of Serving	
	November 27: PM Snack, Dinner	30
	November 28 : AM & PM Snack, Breakfast, Lunch, Dinner	30
	November 29 : AM & PM Snack, Breakfast, Lunch, Dinner	30
	November 30 : Breakfast, AM Snack, Lunch	30

III. Specification

A. Availability

Date of Activity: November 25 – 30, 2022

B. Location and Site Condition

1. Accessibility
2. Parking Space

C. Neighborhood Data

1. Must have Sanitation and health condition license/permit and the facilities are properly maintained
2. Accessible to Police and Fire station, Restaurant, Banking and Postal.

D. Venue

1. Structural condition. Must be in a good and well-maintained building facilities.
2. Functionality
 - a. Conference/Function Room.
 - Air-conditioned conference/function room that room can accommodate enough space for the group of 30pax
 - Room Availability:
 - Provision of the following:
 - Sound/audio system;
 - Widescreen and LCD projector;
 - Unlimited Wi-Fi internet connection;
 - Whiteboard with markers and erasers/flip chart paper, pads and pencils;



- At least 4 microphones;
 - Mints/candies; and
 - Free-Flowing brewed-coffee and/or tea during the activities
- b. Light, ventilation, and air conditioning. With good lighting and well ventilated function or conference room.
- c. Space requirements.
- Conference room that can accommodate 30pax
3. Facilities.
 Well maintained building facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment.
4. Other requirements
1. Maintenance. As stated above
 2. Attractiveness. With pleasing building facilities
 3. Security. With CCTV facilities and visible security personnel
5. Catering Services

Date:		
Time		
Schedule of Serving		
November 27:	PM Snack, Dinner	
November 28 :	AM & PM Snack, Breakfast, Lunch, Dinner	
November 29 :	AM & PM Snack, Breakfast, Lunch, Dinner	
November 30 :	Breakfast, AM Snack, Lunch	

Drinks - One round of iced tea or lemonade during snacks; Bottomless iced tea or lemonade during lunch; Free-flowing coffee and/or tea and drinking water during the activity.

6. Room Accommodation

Inclusive Date	Room Type	Number of Pax
November 27:	Twin or Triple Sharing	30
November 28 :	Twin or Triple Sharing	30
November 29 :	Twin or Triple Sharing	30
November 30 :	Twin or Triple Sharing	30

Inclusions:

- Complimentary bottled drinking water, to be replenished daily
- Free Wi-Fi Internet Connections
- Complimentary Breakfast
- With complete toiletries (Shampoo, bath soap, tissues, towels, toothbrush & toothpaste, etc.)
- Free access to all hotel recreational facilities

IV. Approved Budget for the Contract (ABC)

A total estimated ABC for this procurement is Two Hundred Thrity-Four Thousand Pesos (234,000.00), inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.



- V. Evaluation and Selection Criteria (Rating Scheme) Bid proposals shall be evaluated following the criteria prescribed under Annex “H” of the revised IRR of R.A. No. 9184. In addition, the service provider should attach to its bid proposal a filled-out form in Annex A of this document.
- VI. Mode of Procurement The mode of procurement shall be Negotiated Procurement – Lease of Privately-Owned Venue, which includes food, accommodation, and other facilities, consistent with section 53.10 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.
- VII. Payment Scheme Full payment of the contract shall be paid within fifteen (15) days after the issuance of the following: a. Billing statement with breakdown of applicable taxes and other charges by the Service Provider; and b. Certificate of Satisfactory Service issued by NACC
- VIII. Liquidated Damages Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract. The NACC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.
- IX. Dispute Agreement/Resolution:
- A. Should there be any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.
 - B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and
 - C. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Approved by:

NACC BAC CHAIRPERSON

Conforme:
Name and Signature of Authorized Representative
Designation
Company
Date



ANNEX A

Particulars	NAME OF VENUE	
	Availability (Mark with “√” or “X”)	Remarks
	November 27 – 30, 2022	
I. Availability		
➤ Venue must be available on November 27 – 30, 2022		
II. Location and Site Condition		
➤ Located within the La Union or within its nearby areas		
➤ Provision of parking space for at least 3-6 vehicles		
III. Neighborhood Data		
➤ Must have Sanitation and health condition license/permit		
➤ Accessible to Police and Fire station, Restaurant, Banking and Postal.		
IV. Venue		
➤ Must be in a good and well-maintained building facilities		
One (1) Air-conditioned conference/function room that can accommodate enough space for the group of Thirty (30) participants (banquet set-up)		
Room Availability: November 27, 2022 02:00 PM – 5:00 PM November 28, 2022 08:00 AM – 5:00 PM November 29, 2022 08:00 AM – 5:00 PM November 30, 2022 08:00 AM – 12:00 PM		
Provision of the following: Sound/audio system; Widescreen and LCD projector; Unlimited Wi-Fi internet connection; Whiteboard with markers and erasers/flip chart paper, pads and pencils; At least 4 microphones; Mints/candies; and Free-Flowing brewed-coffee and/or tea during the activities		
➤ With good lighting and well-ventilated function/ conference room		
➤ Well maintained building/resort facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment		
➤ Catering Services		
November 27, 2022 (30 pax)\ 02:00 PM – PM Snack 6:00 PM – Buffet Dinner		
November 28, 2022 07:00 AM – Breakfast 10:00 AM – AM Snacks 12:00 NN – Buffet Lunch 02:00 PM – PM Snack 06:00 PM – Buffet Dinner		
November 29, 2022 07:00 AM – Breakfast 10:00 AM – AM Snacks		



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 4th floor, ANY Building
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<p>12:00 NN – Buffet Lunch 02:00 PM – PM Snack 06:00 PM – Buffet Dinner</p> <p>November 30, 2022 07:00 AM – Breakfast 10:00 AM – AM Snacks 12:00 NN – Buffet Lunch Drinks - One round of iced tea or lemonade during snacks; Bottomless iced tea or lemonade during lunch; Free-flowing coffee and/or tea and drinking water during the activity.</p>		
<p>➤ Room Accommodation (27-30 May 2022) 30 pax – Triple / Double Occupancy</p> <p>Inclusions: - Complimentary bottled drinking water, to be replenished daily - Free Wi-Fi Internet Connections - Complimentary Breakfast - With complete toiletries (Shampoo, bath soap, tissues, towels, toothbrush & toothpaste, etc.) - Free access to all hotel recreational facilities</p>		
<p>➤ Other Requirements: - With CCTV facilities and visible security personnel</p>		
<p>Payment Schemes: ➤ <i>Full payment of the contract shall be paid within 15 days after the issuance of the following:</i> a. Billing statement with breakdown of applicable taxes and other charges by the Service Provider; and b. Certificate of Satisfactory Service issued by PCC</p>		
<p>FINANCIAL PROPOSAL The ABC is Two Hundred Ninety-Four Thousand Pesos (PhP 294,000.00) inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.</p>	<p>Estimated Amount per pax per day</p> <p>Php _____</p>	
	<p style="text-align: center;">Total amount:</p> <p style="text-align: center;">Php _____</p>	

Conforme:
Name and Signature of Authorized Representative
Designation
Company
Date