

**NATIONAL AUTHORITY FOR CHILD CARE**  
#2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111

**REQUEST FOR QUOTATION**

RFQ No. 2025-067 **NP-LOV**  
Date: **March 28, 2025**

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.**

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A** please attach in your quotation a duly notarized certification to this effect.

**Please submit together with your bid quotation, your valid 1. Mayor's/Business Permit (CTC), 2. PhilGEPS Registration Number (CTC). The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number, 3. Certified True Copy of Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K, 4. Original and Notarized Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases) 5. Certified True Copy of BIR Certificate of Registration 2303**

Please accomplish and submit this form together with Annex A and all the required documents to NACC-BAC Secretariat at 5th Floor #2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111 or email to [procurement@nacc.gov.ph](mailto:procurement@nacc.gov.ph) not later than **04 of April 2025; 9:00AM**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
**FERDINAND MARCELO**  
Administrative Officer V

**Terms and Conditions:**

1. Award shall be made on per:  Item Basis  **Total Quoted Price**  Lot Basis
2. Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations.**
3. Good/s shall be delivered within **15-30 calendar days upon receipt of Notice to Proceed/Purchase Order**
4. Place of Delivery: **RACCO VIII - Tacloban City**
5. Terms of Payment: **within 30-45 days upon completion of supporting documents.**  
Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).**  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
BankName : \_\_\_\_\_ Branch : \_\_\_\_\_  
**\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
6. Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
7. For goods, please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate Warranty: \_\_\_\_\_
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
11. **NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."**

  
**EMIL A. BALACNAO**

BAC Secretariat

Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;  
(02) 8721-9782

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

NATIONAL AUTHORITY FOR CHILD CARE

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 Company TIN : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
			<b>Lease of Venue for conduct of Technical Assistance with Foster Parents on Trauma Informed Care of RACCO 8</b>				
1	50	pax	Date of Activity: August or September 2025	270,000.00			
			Full Board & Lodging : 50 pax for 2 day 2 night				
			<b>Location</b>				
			Within: Region VIII				
			<b>Neighborhood</b>				
			a. proximity to police station				
			b. proximity to fire station				
			c. Not Offering short-term lodging associated with motels or situated within Red Light District				
			d. no inhouse gambling establishment/casinos or situated besides, across or near gambling establishment				
			<b>Room Accommodation with Aircon &amp; Toiletries Function Room</b>				
			1. use of one Airconditioned Function/Conference Room that can Accommodate 50 Participants				
			2. Function Room Must not have Pillars, if any pillars, if any pillars not obstruction participants view of stage and projector				
			3. Amenities Included				
			a. Secretariat Table				
			b. Sound System with atleast 2 Microphones with PC Interconnectivity and Available technical Staff to assist team				
			c. Laptop and LCD Projector and Big White Screen				
			<b>Catering Services</b>				
			1. Guaranteed Meals for 50 participants				
			Inclusive of Meals/ Managed Buffet				
			2. Menu Should be feasible to religious and health requirements/ considerations				
			Main Course consisting of:				
			-atleast 1 variant of meat				
			-atleast 1 variant of fish				
			-atleast 1 variant of vegestables				

Procurement Form No. 04-A (Annex A)				
		<b>Other</b>		
		1. Strong WiFi connection on conference room		
		2. Provide of Free Flowing Coffee /Tea/ Choco		
		3. Staff of the hotel should be fully Vaccinated or have a Booster shot ( if Applicable) and with vaccination card presented		
			<b>P 270,000.00</b>	<b>GRAND TOTAL</b>

PURPOSE : **Procurement of Lease of Venue for the Technical Assistance with Foster Parents on Trauma Informed Care**

PR No. **2025-02-69**

**IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at NACC-Central Office, Procurement Management Unit. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in NACC's future biddings.**

  
**FERDINAND P. MARCELO**  
 Procurement Officer

*Page 1 of 1 pages*

\_\_\_\_\_  
 (Signature over Printed Name)

Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;  
 (02) 8721-9782

\_\_\_\_\_  
 Supplier

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A handwritten signature in black ink, appearing to be 'A. S. S.', is located at the bottom of the page. The signature is written in a cursive style with a large initial 'A' and a long horizontal stroke.











