



REQUEST FOR QUOTATION

Name of Company _____
 Address _____
 Email Address _____
 Contact Nos: _____
 TIN No. _____

Sealed RFQ No. 2024-792
 Purchase Request No. 2024-10-40
 Date Prepared: _____
 Date Approved _____

QTY	UNIT	TECHNICAL SPECIFICATION	ABC	PRICE PROPOSAL PER UNIT / OFFERED	TOTAL PRICE
		<p>TECHNICAL SPECIFICATION:</p> <p>LEASE OF VENUE FOR THE NATIONAL CHILDRENS MONTH CELEBRATION</p> <p>Date of Activity: November 15 2024</p> <p>No. of Participants : 78 pax</p>			
78	pax	1 meal and 2 snacks	P	39,000.00	
1	unit	Rental of Venue	P	7,800.00	
		<p>Location</p> <p>Within: Iloilo City</p> <p>Free Parking Space</p> <p>With access to main roads and national Highway</p> <p>Neighborhood</p> <p>a. proximity to Police Station</p> <p>b. Proximity to Fire Station</p> <p>c. Not Offering short-term lodging associated with motels or situated within "RED LIGHT DISTRICT"</p> <p>d. No inhouse gambling establishment/casinos or situated besides, across or near gambling establishment</p> <p>Function Room</p> <p>1. Use of (1) One Airconditioned Function/Conference Room that can accommodate 78 participants</p> <p>2. Function room must not have pillars, if any pillars must not obstruct participants view of stage and projectors</p> <p>3. Amenities includes:</p> <p>a. Secretariat Table</p> <p>b. Sound System with atleast 2 Microphones with PC Interconnectivity and available technical staff to assist the team.</p> <p>c. Laptop and LCD Projector and Big White Screen</p> <p>Catering Services</p> <p>1. Guaranteed Meals for 62 participants</p> <p>Inclusive of 1 meal and 2 snacks</p>			

	<p>2. Menu Should be feasible to religious and health requirements / considerations</p> <p>Main Course consisting of :</p> <ul style="list-style-type: none"> - atleast 1 variant of meat - atleast 1 variant of fish - atleast 1 variant of vegetables <p>Other</p> <ol style="list-style-type: none"> 1. Strong WiFi connection on conference room 2. Provision 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 4. The venue must have an elevator and PWD accessibility features such as ramps and comfort rooms 5. 24 hr. security including CCTV cameras. 			
End-user	RACCO VI	₱ 46,800.00	GRAND TOTAL	
Contact No.	721-9781			
Place of Delivery:	RACCO VI			

Prepared by:

EPHRAIM TORRES
Administrative Assistant V

Approved by:

FERDINAND P. MARCELO
Administrative Officer V

TERMS AND CONDITION

1. **Payment Terms:** Within 30 to 45 days after complete delivery of goods and submission of required documents
2. **Mode of Payment:** ADA (Advice to Debit Account)
3. **Price Validity:** 60 days from submission of quotation/s
4. **Delivery Period/s (with Approved Purchase Order (s)/Contracts/s):**
 - a. **As to schedule:** #2 Chicago cor. Ermin Garcia St. Brgy. Pinagkaisahan, Quezon City
 - b. **Within ten (10) calendar days** (8am to 3pm; Monday to Friday) upon signing and/or receipt of approved Purchased Order whether through fax or email: For goods, general merchandise or equipment
 - c. **Within fifteen (15) calendar days** (8am to 3pm; Monday to Friday) upon approval of final proofing: For printing services and the like
5. Suppliers/Service provider shall provide correct and accurate information as required in the RFQ.
6. Suppliers/Service providers shall complete the "Total Price" for each item and the "Grand Total" in the space provided.
7. Any interlineations, erasures or overwriting shall be valid only if these are countersigned by the supplier or the duly authorized representative.
8. Price quotation/s shall be denominated in Philippine Peso and shall include all taxes, duties and/or levies payable.
9. Warranty for IT/Electronic/Machine Products, Office Equipment and Furniture, Repair and Maintenance should be at its maximum duration on both parts and after sales services.
10. Quotations submitted beyond the cut-off time/deadline shall be automatically not considered
11. Award of contract shall be **made to the lowest calculated responsive quotations**. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as tie breaking method in accordance to GPPB Circular 06-2005.
12. Bidders shall attach the documentary requirement indicated in Annex H / Appendix A of the RA9184 2016IRR as of January 11,2023:
 - a. **Mayor's Permit/Business Permit**
 - b. **PhilGEPS Membership/Reg. Number**
 - c. **Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K**
 - d. **Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases)**
 - e. **PCAB License (Infra).**
 - f. **BIR Certificate of Registration 2303**
 - g. **Supplier with landbank account, if other banks a bank transfer fee will be charged**
13. **NACC** personnel's has the right to inspect and/or test the goods offered to verify conformity to the required technical specifications
14. **Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.**
15. **NACC shall rescind the P.O./ Contract once the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the PO/contract, or within any extension thereof granted by the Executive Director pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price and/or the supplier fails to perform any other obligation under the P.O./Contract.**
16. **Bidders/Service Providers must use this prescribed Request for Quotation (RFQ) form. Non-conformity will result to disqualification of bids/quotations/proposals.**

AFTER HAVING CAREFULLY READ AND AGREED WITH THE TERMS AND CONDITION (TOR), OUR COMPANY SUBMITS THE ABOVE PROPOSAL.

AGREED TO TOR AND QUOTED SUBMITTED BY:

Signature over Printed Name