

NATIONAL AUTHORITY FOR CHILD CARE

#2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111

REQUEST FOR QUOTATION

**Sec. 53.10**

RFQ No. 2025-372-R **NP-Lease of Venue**

Date: **July 10, 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 **15th day of July 2025; 1:00PM**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,  
  
ATTY. ROSE MARY F. DE LEON  
Chief Administrative Officer and  
Concurrent Officer-In-Charge, PMU

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within As scheduled
- Place of Delivery: As indicated in the Purchaser's Specifications
- Terms of Payment: within 15-30 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.**
- 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.**
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- 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."**

  
RYAN S. AGAS  
BAC Secretariat

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

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

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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
		Lot	<b>Meals and Venue for the Meeting with the Inter-Agency Committee on Adoption and Alternative Child Care</b>	<b>P500,000.00</b>			
	100	pax	<b>Date of Activity:</b> *July 22, 2025 (1st and 2nd Quarter Meeting)				
	100	pax	*Between September to December 2025 (3rd and 4th Quarter Meeting)  Location: Metro Manila  <b>Time of Activity:</b> 8:00AM - 5:00PM  <b>Serving:</b> Guaranteed Participants (100 pax) AM Snacks, Lunch and PM Snacks (100 pax)  <b>Note:</b> with Halal Food Canned Foods				
						<b>GRAND TOTAL</b>	

PURPOSE : **Meal and Venue for the Meeting with the Inter-Agency Committee on Adoption and Alternative Child Care**

PR No. **2025-07-379**

**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.

  
**RYAN S. AGAS**  
 Procurement Officer  
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RFQ No.: 2025-372-R

System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register."

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			<b>Inclusive of use of Conference Room that can accommodate the following:</b> 100 Participants Complimentary use of standard conference equipment LCD Projector with Projector Screen PA/Sound System Microphone (1 Podium and 4 Microphones) Registration Table and Chairs Free flowing coffee/tea during the training Waived electric charge for basic equipment Complimentary welcome signage Complimentary pen, paper, candies for all participants Corkage or handling fee if applicable Parking passes				
						<b>GRAND TOTAL</b>	

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	1		<b>Additional Function Rooms</b>				
	1		*July 22, 2025 (1st and 2nd Quarter Meeting) *Between September to December 2025 (3rd and 4th Quarter Meeting) Can Accommodate 20-30 pax Complimentary use of standard conference equipment LCD Projector with Projector Screen PA/Sound System Microphone (1 Podium and 4 Microphones) *Taxes and charges included. Contact Person: Eugene Clacio - 0917-248-9590				
				<b>₱500,000.00</b>			
						<b>GRAND TOTAL</b>	

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