

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

**REQUEST FOR QUOTATION**

RFQ No. 2025-011 **LEASE OF VENUE**

Date: **January 14, 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.

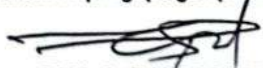
Please submit together with your bid quotation, your valid Mayor's/Business Permit, and PhilGEPS Registration Number. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

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 \_\_\_\_\_ of **January 2025**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,  
  
\_\_\_\_\_  
ATTY. KRISTINE PADILLA-ANTOLIN  
BAC Chairperson

**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 Seven (7) Calendar days
4. Place of Delivery: \_\_\_\_\_
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 : \_\_\_\_\_  
Bank Name : \_\_\_\_\_ 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

Annex A

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 to register.

RFQ No.: 2025-011  
Date : January 14, 2025

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
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
17	pax		<b>Hotel accommodation, meals and venue for the NACC's 3rd Anniversary Program</b> Location : Metro Manila January 19-21, 2025 Time of Activity: 08:00 AM - 05:00 PM Guaranteed Pax: 17 Pax Menu Selection: The hotel should submit a copy of menu upon submission of quotation for immediate reference and/or approval by the end-user Room Accommodation: maximum of double sharing with individual beds per pax (air-conditioned)  <b>Board and Lodging :</b> Check-In : 2PM check-in time on the 1st day and 12:00PM check-out on the last day  <b>Schedule of Meal Serving:</b> January 19, 2025 - PM Snack and Dinner January 20, 2025 - PM Snack, and Dinner January 21, 2025 - Breakfast and AM Snack  <b>FREE use the following:</b> January 19-21, 2025   17 Participants Complimentary use of standard conference equipment: LCD Projector with Projector Screen or Led Wall PA / Sound System Microphone (1 Podium & 4 Microphones) Free flowing coffee/tea during training WiFi Internet Access during training Waived Electrical charge for basic equipment Corkage or handling fees if applicable	P 122,400.00			
				P 122,400.00			GRAND TOTAL

PURPOSE: Hotel accommodation, meals and venue for the NACC's 3rd Anniversary Program

PR No. 2025-01-11

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.

EMIL A. BALACANAO  
BAC Secretariat

Page 1 of 1 pages

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

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