

NATIONAL AUTHORITY FOR CHILD CARE

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

REQUEST FOR QUOTATION

RFQ No. 2025-020 LEASE OF VENUE

Date: January 24, 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 not later than 28 of January 2025; 9:00AM. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

FERDINAND F. MARCELO
Head, Procurement Unit

Terms and Conditions:

- 1. Award shall be made on per: [ ] Item Basis [X] 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 c.d upon receipt of Notice to Proceed / Purchase Order
4. Place of Delivery: RACCO 7 - CEBU 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 and register for free."

EMIL A. BALACANAO

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

**SMALL VALUE PROCUREMENT**

RFQ No.: 2025-020

Date : January 24, 2025

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) to register."

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<br>(Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|----------|------|------|--|----------------------------------|--|-----------|------------|
|          | 15   | pax  | PROVISION OF FOOD AND VENUE FOR THE CONDUCT OF REGIONAL MATCHING CONFERENCE 2025 FOR RACCO 7   | 198,000.00                       |  |           |            |
|          |      |      | Dates:   |                                  |  |           |            |
|          |      |      | February 13, 2025  |                                  |  |           |            |
|          |      |      | February 27, 2025  |                                  |  |           |            |
|          |      |      | March 13, 2025   |                                  |  |           |            |
|          |      |      | March 27, 2025   |                                  |  |           |            |
|          |      |      | April 10, 2025   |                                  |  |           |            |
|          |      |      | April 24, 2025   |                                  |  |           |            |
|          |      |      | May 8, 2025  |                                  |  |           |            |
|          |      |      | May 22, 2025   |                                  |  |           |            |
|          |      |      | June 11, 2025  |                                  |  |           |            |
|          |      |      | June 26, 2025  |                                  |  |           |            |
|          |      |      | July 10, 2025  |                                  |  |           |            |
|          |      |      | July 24, 2025  |                                  |  |           |            |
|          |      |      | August 14, 2025  |                                  |  |           |            |
|          |      |      | August 28, 2025  |                                  |  |           |            |
|          |      |      | September 11, 2025   |                                  |  |           |            |
|          |      |      | September 25, 2025   |                                  |  |           |            |
|          |      |      | October 9, 2025  |                                  |  |           |            |
|          |      |      | October 23, 2025   |                                  |  |           |            |
|          |      |      | November 13, 2025  |                                  |  |           |            |
|          |      |      | November 27, 2025  |                                  |  |           |            |
|          |      |      | December 4, 2025   |                                  |  |           |            |
|          |      |      | December 18, 2025  |                                  |  |           |            |
|          |      |      | Details: AM and PM Snacks, Lunch (Live-out)<br>(should be served as individual pack/plated meals)  |                                  |  |           |            |
|          | 22   | pax  | Venue: within Cebu or nearby City  | 66,000.00                        |  |           |            |
|          |      |      | Menu:  |                                  |  |           |            |
|          |      |      | Lunch: Rice, Soup, 3 main courses (choices of fish not creamy dory, chicken, vegetables and pork/beef), dessert (preferably fruits), and Natural Juices (not powdered) and water |                                  |  |           |            |
|          |      |      | Snacks (AM and PM):  |                                  |  |           |            |
|          |      |      | Choices of Bread with ube Filling/Tuna Salad Sandwich, Burger with Vegetables, Egg and Cheese Sandwich, Natural juices (not powdered) and water                                  |                                  |  |           |            |
|          |      |      | Others:  |                                  |  |           |            |
|          |      |      | Service provider shall attach menu for the inclusive dates upon the submission of RFQ  |                                  |  |           |            |

|  |  |  |  |  |  |  |  |  |  |  |   |
|--|--|--|--|--|--|--|--|--|--|--|---|
|  |  |  | <p><b>Requirements / Inclusions:</b><br/>                 Conference Room requirements: Use of one (1) Function room (7am-9pm as the maximum) that can accommodate double number of pax indicated with no middle/side obstruction post/object with wide space for workshop activities. Cnue must a high ceiling. No changing of assigned function room during the whole duration of the activity.</p>  |  |  |  |  |  |  |  |   |
|  |  |  | <p>Tables shall be arranged such that the distance from the back of one chair to the back of one chair to the back of another chair shall be more than 1 meter apart under (RA 9593 or the Tourism Act of 2009)</p>  |  |  |  |  |  |  |  |   |
|  |  |  | <p>Availability of separate comfort rooms for Male and Female within or near the conference room</p>   |  |  |  |  |  |  |  |   |
|  |  |  | <p><b>Space Requirement:</b><br/>                 Conference-type/Circular arrangement. With a maximum of 50% operational capacity and provision of 1 table for the registration/working table for secretariat and for the laptop/projector. With ample space for workshops or activities like group role playing and other structures learning activities. with elevated platform and lectern.</p>  |  |  |  |  |  |  |  |   |
|  |  |  | <p><b>Lightning System of Conference Room:</b><br/>                 must have enough white bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.</p>  |  |  |  |  |  |  |  |   |
|  |  |  | <p><b>Audio Visual Requirements:</b><br/>                 Use of 1 LCD Projector in good condition for presentation. Complete functional Audio visual (surround sound system) wit at least 2 wireless</p>  |  |  |  |  |  |  |  |   |
|  |  |  | <p><b>Wifi Connection:</b><br/>                 Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the activity. Inclusion of LAN connection as back-up</p>  |  |  |  |  |  |  |  |   |
|  |  |  | <p><b>Other Requirements:</b><br/>                 Provision of digital lobby posting. Availability of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipments. There has to be enough number of stand-by waiters to assist the participants. There has to be on call medical personnel and available over the counter medicines.<br/>                 The Hotel should be able to provide a certificate of Authority to Operate by DOT. Safety sealed certificate (must be attached for TWG). Guests must be provide with a Health Declaration Form upon check-in and sanitization kit shall be provided for each guests for which it includes 70% solution alcohol or alcohol-based sanitizers and face mask together with bathroom amenities (RA 9593 or Tourism Act of 2009)<br/>                 Hotel must be smoke free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk. There should be also a No Human Trafficking Poster<br/>                 Hotel must provide Statement of Account, and Menu on the last day of the activity. Payment is within 30 days after submission of complete and correct documents from service provider</p> |  |  |  |  |  |  |  | <p><b>Note:</b> the renting facility must not offer short term lodging services (e.g. Motels); must not be situated within, beside or across gambling establishments or casinos and other that may touch on cultural sensitivity like mortuaries or morgues and the like.</p> |
|  |  |  |  |  |  |  |  |  |  |  | <p>***** NOTHING FOLLOWS *****</p>  |

