

REQUEST FOR QUOTATION

RFQ No. 2025-028 **NP LOV**  
Date: **February 4, 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 07 of February 2025. 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:

- 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 **15-30 calendar days upon receipt of Notice to Proceed/Purchase Order**
- Place of Delivery: **RACCO IX - ZAMBOANGA SIBUGAY**
- 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.**
- 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 and register for free."**

  
EMIL A. BALACANAO  
BAC Secretariat

Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4560;  
(02) 8721-9782

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

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."

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Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
			<b>TECHNICAL SPECIFICATION</b>				
			<b>NAME OF THE ACTIVITY:</b> Case Management Monitoring and Technical Assistance -Orientation to academe with BSSW course in Zamboanga Sibugay Province (ZSP)				
			<b>DATE OF THE ACTIVITY:</b> March 2025				
			<b>NO. OF PARTICIPANTS:</b> 40PAX				
			<b>LOCATION</b>				
			Within ZAMBOANGA SIBUGAY PROVINCE				
			with free Parking Space				
			Accessible to the Main Road				
			<b>1 MEAL (LUNCH) 2 SNACKS (AM and PM) with Venue</b>				
			<b>3 MEALS (BREAKFAST, LUNCH, DINNER) 2 SNACKS (AM and PM) with Accomodation</b>	22,100.00			
34	pax		<b>1 MEAL (LUNCH) 2 SNACKS (AM and PM) for 34 PAX - March 2025</b>				
6	pax		<b>3 MEALS (BREAKFAST, LUNCH, DINNER) 2 SNACKS (AM and PM) for 6 PAX - March 2025</b>	14,100.00			
			<b>FUNCTION ROOM:</b>				
			1. USE OF ONE (1) AIRCONDITIONED FUNCTION/CONFERENCE ROOM AND WILL START AT 7:00 AM OF THE ACTIVITY, AND GOOD FOR THE ABOVE PARTICIPANTS				
			2. FUNCTION ROOM MUST NOT HAVE PILLARS. IF ANY PILLARS MUST NOT OBSTRUCT THE PARTICIPANTS VIEW OF STAGE AND PROJECTORS				
			3. WITH FREE AMENITIENS, SECRETARIAT AREATABLE				
			4. FREE USE OF AT LEAST 4PCS WIRELESS MICROPHONES WITH PC				
			5. FREE ACCESS TO WIFI WITHIN THE FUNCTION ROOMS				
			6. WITH AVAILABLE TECHNICAL STAFFS TO ASSIST THE TEAM				
			7. WITH FREE USE OF LCD PROJECTOR AND BIG WHITE SCREEN				
			8.THE FUNCTION ROOM SHOULD BE FLEXIBLE FOR BREAKOUT SESSIONS AND ALLOW EASY REARRANGEMENT OF TABLES AND CHAIRS.				
			<b>CATERING SERVICES</b>				
			<b>1. GUARANTEED MEALS TO ALL PARTICIPANTS</b>				

INCLUSIVE MEALS (WITH SOUP, DRINKS AND DESSERT/ MANAGED BUFFET (LUNCH) 2. MENU SHOULD BE FEASIBLE TO RELIGIOUS AND HEALTH REQUIREMENTS/CONSIDERATIONS (NO PORK) MAIN COURSE CONSISTING OF: ATLEAST 2 VARIANT OF MEAT ATLEAST 1 VARIANT OF VEGETABLE ATLEAST 1 VARIANT OF FISH  OTHERS: 1. STRONG WIFI CONNECTION BOTH CONFERENCE ROOM AND ROOM ACCOMMODATION 2. PROVISION OF FREE FLOWING COFFEE/TEA/CHOCO OR MINTS 3. FREE USE OF HOTEL PERKS/AMENITIES: POOL, GYM, ETC. 4. STAFF OF THE HOTEL SHOULD BE FULLY VACCINATED OR HAVE BOOSTER SHOT (IF APPLICABLE)	P 36,200.00	GRAND TOTAL	
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PURPOSE: To be served during the Case Management Monitoring and Technical Assistance

PR No. 2025-01 -30

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  
 Trunkline: (02) 8726-4571; 8721-9711; 8726-4568;  
 (02) 8721/9782

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