



## NATIONAL COUNCIL ON DISABILITY AFFAIRS

NCDA Bldg., Isidora St., Brgy. Holy spirit, Q.C  
Trunkline: 8-932-6422 loc 110; Mobile: 0968 544 1451  
Email: [bacsecretariat@ncda.gov.ph](mailto:bacsecretariat@ncda.gov.ph)

### REQUEST FOR QUOTATION

**Date** : June 28, 2024  
**RFQ No.** : 2024060032

*Company/Business Name:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
*Business/Mayor's Permit No.:* \_\_\_\_\_  
*TIN:* \_\_\_\_\_  
*PhilGEPS Registration Number (required):* \_\_\_\_\_

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The **National Council on Disability Affairs (NCDA)**, through its Bids and Awards Committee (BAC), intends to procure the **Venue, Board and Lodging for the 2024 Global IT Challenge for Youth with Disabilities (1 Lot)** through **Section 53.10 (Lease of Real Property and Venue)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on 5 July 2024 at 11:00 AM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
<b>Copy of 2024 Mayor's or Business Permit</b>	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment.</b>
<b>Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)</b>	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance

For any clarification, you may contact us at telephone no. **(02) 8932-64-22; 0943 830 5841** or email address at [ncda.supply@gmail.com](mailto:ncda.supply@gmail.com).

(Originally Signed)  
**ELEONOR LOIS G. SENO**  
Authorized Canvasser

(Originally Signed)  
**EXEQUIEL A. FRANCISCO**  
Chairperson

## INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **nca.supply@gmail.com**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NCDA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the NCDA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods Page 3 of 5 not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b><u>VENUE, BOARD AND LODGING FOR THE 2024 GLOBAL IT CHALLENGE FOR YOUTH WITH DISABILITIES (1 LOT)</u></b>					
<b>PARTICULARS /TECHNICAL SPECIFICATIONS / SCOPE OF WORK</b>	<b>Unit</b>	<b>Quantity</b>	<b>Yes</b>	<b>No</b>	<b>REMARKS</b>
<b>VENUE, BOARD AND LODGING (5 DAYS)</b>	<b>pax</b>	<b>250</b>			
Guaranteed Pax: 250					
Venue: Hotel/Resort within Metro Manila and Region 4A					
Date of Activity: November 3-8, 2024 including Arrival and Departure time					
<b>Accommodation:</b>					
<b>Rooms: 100 rooms</b>					
Nights: 5 Nights (November 3-8, 2024) with daily buffet breakfast					
Check-In Date and Time: November 3, 2024 / 2:00 PM					
Check-Out Date and Time: November 8, 2024 / 12:00 NN					
Room Sharing: Single or Twin Sharing with Individual Bed per Pax, Air-conditioned Room, and Free Toiletries					
Accessible Rooms and CRs for wheelchair users					
<b>Rooms: 10 rooms</b>					
Nights: 7 Nights (November 1-8, 2024) with daily buffet breakfast					
Check-In Date and Time: November 1, 2024 / 2:00 PM					
Check-Out Date and Time: November 8, 2024 / 12:00 NN					
Room Sharing: Single or Twin Sharing with Individual Bed per Pax, Air-conditioned Room, and Free Toiletries					
<b>Meal Schedule:</b>					
Day 1 (November 3, 2024 at 5:00 to 10:00 PM): Welcome Dinner for 250 pax (5 Course Buffet)					
Day 2 - 3 (November 4-7, 2024): Full board Meeting Package (AM Snacks, Lunch, PM Snacks, and Dinner)					
<b>Type of Serving:</b>					
Buffet for Breakfast: 6:00:00 AM					
Buffet for Lunch (4 Course): 12:00 nn					

Plated Snacks: 10:00 am and 3:00 pm					
Buffet for Dinner (4 Course): 6:00:00 PM					
Free flowing coffee, tea, and service water					
<b>Menu Selection:</b>					
Hotel to submit proposed Menu: Minimum of atleast 4 Course					
No repeating meal per menu					
Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters; and Strictly NO POWDERED JUICE					
Separate food station for Muslim participants: No pork food					
<b>Venue:</b>					
Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipment, CCTV, Elevator, Stairs and Ramps accessible to wheelchair users, accessible CR for persons with disabilities					
<b>Function Room:</b>					
Ingress Time: November 2, 2024					
Day 1 (November 3, 2024 at 5:00 to 10:00 PM): Place for the Welcome Dinner good for 250 pax considering that some of participants are wheelchair users. Basic setup of round tables and chairs with flower centerpieces. Wi-fi Connection.					
Day 2 - 4 (November 4-6, 2024): 1 Function Room with 900sqm which can cater 250 pax, tables and chairs in classroom setting considering work space for wheelchair users					
Nov 4: 1 Function Room with 500sqm					
Nov 6: Place for the Gala Dinner good for 250 pax considering that some of participants are wheelchair users. Basic setup of round tables and chairs with flower centerpieces. Wi-fi Connection					
Others: Prayer Room for Muslim participants					
<b>Secretariat Room:</b>					
3 rooms for RI Korea; NCDA; Media and volunteers					
1 room for VIP (lounge) for 30 people					
<b>Others:</b>					
Stable WI-FI access					
No obstructing Pillars					

Stage can set up 16 x 4 meters led screen					
Good Sound System with Microphones, Electric Outlets, Extension Cords, and other Amenities					
At least eight (8) rooms with accessible bathrooms for wheelchair user					
With Registration Area and Free Use of Parking Area					
At least two (2) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistic Concerns					
Free Flowing of Coffee/Tea/Drinking Water/Infused Water					
Provision of shuttle car if needed					
Provision of generator, in case of there is power interruption					
<b>NOTE:</b>					
Hotel/Restaurants/Resort should not be offering short term lodging associated with motel, night clubs, funeral parlors, mortuaries and other similar like					
Contract amount can be extended to partner agencies, organizations and individuals who will attend the same activity					

**FINANCIAL OFFER:**

*Terms of Payment: Payment shall be made to the supplier through Land Bank's Checks, within thirty (30) days after Submission of Billing and User Acceptance of the product.*

Please quote your **best offer** for the item/s above.

<b><u>VENUE, BOARD AND LODGING FOR THE 2024 GLOBAL IT CHALLENGE FOR YOUTH WITH DISABILITIES (1 LOT)</u></b>	
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>TOTAL OFFERED QUOTATION FOR 1 LOT</b>
<b><u>Eleven Million Four Hundred Thousand Pesos (Php11,400,000.00)</u></b>	<b>In Words:</b> _____ _____ _____ <b>In Figures:</b> _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es