



NATIONAL COUNCIL ON DISABILITY AFFAIRS

NCDA Bldg., Isidora St., Brgy. Holy spirit, Q.C

Trunkline: 8-932-6422 loc 110

Email: bacsec@ncda.gov.ph

REQUEST FOR QUOTATION

Date : **September 19, 2025**
RFQ No. : **R2508-0027**

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **National Council on Disability Affairs (NCDA)**, through its Bids and Awards Committee (BAC), intends to procure **LEASE OF VENUE AND MEALS FOR PARTNERS RECOGNITION** through **Lease of Real Property and Venue**. in accordance in the Section 35.9 of Republic Act No. 12009.

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 26 September, 2025 at 11:00 AM.**

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

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance

For any clarification, you may contact us at telephone no. **(02) 5310-4760**; or email address at **bacsec@ncda.gov.ph**.

(ORIGINALLY SIGNED)
BERNARD SEE
Designated Procurement Officer

(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 are 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 **bacsec@ncda.gov.ph**.
 - (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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

LEASE OF VENUE AND MEALS FOR PARTNERS RECOGNITION ‘

Minimum Technical Specifications	QTY	Offered Technical Specification / Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected			
MEALS AND FUNCTION ROOM	150	pax	
<ul style="list-style-type: none"> Guaranteed Pax: 120 			
<ul style="list-style-type: none"> Venue: Hotel (Metro Manila) 			
<ul style="list-style-type: none"> Date: November 14, 2025 			
<ul style="list-style-type: none"> Meals : PM Snacks & Dinner 			
MENU SELECTION			
<ul style="list-style-type: none"> Hotel to submit proposed Menu: Minimum of at least 3 Viands (fish/chicken/Pork or Beef) + vegetable, Soup, Desserts and Beverages) Two (2) week before the activity 			
<ul style="list-style-type: none"> Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters; and Strictly NO POWDERED JUICE/NO PANGASIUS FISH FAMILY (Cream Dory or alike) 			
INCLUSIONS			
<ul style="list-style-type: none"> Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevator, Stairs and Ramps accessible to wheelchair users, accessible CR for persons with disabilities 			
<ul style="list-style-type: none"> Main Function Room: Round type, arrangement of tables and chairs with ample space for wheelchair users; No obstructing Pillars; Free from Noise; fully Air-Conditioned and Stable WI-FI access; 			
<ul style="list-style-type: none"> Free use of LED Wall and/or Projector with Screen, Speaker Podium, Good Sound System with at least 3 Microphones, Electric Outlets, Extension Cords, and other Amenities 			
<ul style="list-style-type: none"> With Registration Table, complete with tables and chairs and Free Use of Parking Area 			
<ul style="list-style-type: none"> At least Three (3) Hotel/Resort Staff/Attendant available at any given time during the session to assist the Secretariat in Logistic Concerns 			
<ul style="list-style-type: none"> Free Flowing of Coffee/Tea/Drinking/Infused Water 			
OTHER REQUIREMENTS			
<ul style="list-style-type: none"> Hotel/Restaurants/Resort should not be offering short term lodging associated with motel, night clubs, funeral parlors, mortuaries and others 			
<ul style="list-style-type: none"> The Council will only pay based on the actual headcount of participants on the activity if more than Guaranteed. 			

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.

<u>LEASE OF VENUE AND MEALS FOR PARTNERS RECOGNITION</u>	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION
<u>TWO HUNDRED SEVENTY THOUSAND PESOS</u> <u>(Php 270,000.00)</u>	In Words: _____ _____ In Figures: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es