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 : **March 23, 2026**
RFQ No. : **R2603-0013**
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 **SUPPLY, DELIVERY, INSTALLATION OF ACOUSTIC IMPROVEMENT OF THE NCDA BOARD ROOM, MEETING ROOM AND MULTI-PURPOSE HALL** through **Small Value Procurement** in accordance in the Section 34 of Republic Act No. 12009.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided in this Request for Quotation (RFQ). Kindly submit your quotation, together with all required documents, to the National Council on Disability Affairs (NCDA), Doña Isidora St., Brgy. Holy Spirit, Quezon City, in a properly sealed envelope and/or via email to **procurementquotations.ncda@gmail.com**, not later than 3**0 March 2026 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 2026 Mayor's or Business Permit	In case not yet available, you may submit your expired 2025 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2026 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 -Authorized representative signed the Omnibus Sworn Statement Shall be supported by the Notarized Secretary's Certificate.
PhilGEPS Certificate of Registration and Membership	Updated Certificate
Income/BusinessTax Return	Updated

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

(Originally Signed)
JOHN QUERZEE C. GUITIERREZ
Designated Procurement Officer

(Originally Signed)
JAYME J. MARIÑO
BAC 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.

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 **Sixty (60) 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 NCDA 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. 12009 and its 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:

SUPPLY, DELIVERY, INSTALLATION OF ACOUSTIC IMPROVEMENT OF THE NCDA BOARD ROOM, MEETING ROOM AND MULTI-PURPOSE HALL

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			
1. **MATERIAL SPECIFICATIONS:**	1 lot		

Material Type	Polyester Fiber Acoustic Panel (XSY Series or equivalent)
Panel Size	2420 mm × 1220 mm
Thickness	9 mm
Density	1900 gsm
Noise Reduction Coefficient (NRC)	Minimum 0.90
Color	Based on **Client's preference**, subject to approval prior to installation
Fire Rating	Fire-retardant, Class B1 or equivalent
Durability	Eco-friendly, non-toxic, low VOC emission
Accessories	Mounting clips, adhesive, screws, or other appropriate fixtures for secure and aesthetic installation

ELIGIBILITY REQUIREMENTS:

The prospective supplier must:

- Be duly registered under Philippine laws and authorized to conduct business with government agencies.
- The supplier must have been in continuous operation for at least three (3) years prior to the submission of its proposal.
- Have completed at least one (1) similar acoustic or interior installation project within the last three (3) years.
- Have the technical and manpower capacity to complete the project within the specified timeline.
- Be able to provide product certifications, warranties, and technical specifications of materials.

PROJECT DURATION AND IMPLEMENTATION SCHEDULE

The entire project, from Notice to Proceed to final acceptance, shall be completed within forty-five (45) calendar days, subject to adjustments approved by NCDA due to unforeseen conditions.

Proposed Timeline: • Days 1–10: Site assessment, detailed measurements, and preparation of layout/design plan. • Days 11–30: Delivery and installation of acoustic wall and ceiling panels. • Days 31–40: Finishing works, clean-up, and correction of any deficiencies. • Days 41–45: Final inspection, turnover, and acceptance.			
WARRANTY The supplier shall provide a **minimum one (1) year warranty** covering defects in materials and workmanship. During the warranty period, the supplier shall repair or replace defective items at no additional cost to NCDA. Maintenance guidance and product care instructions must be included in the turnover documentation.			
See attached Terms of Reference for the specifications and other conditions.			
NOTHING FOLLOWS*			

FINANCIAL OFFER:

Terms of Payment: Payment shall be made to the supplier through Land Bank's Checks within three (3) to five (5) weeks after Submission of Billing and User Acceptance of the goods and services.

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

SUPPLY, DELIVERY, INSTALLATION OF ACOUSTIC IMPROVEMENT OF THE NCDA BOARD ROOM, MEETING ROOM AND MULTI-PURPOSE HALL	
APPROVED BUDGET FOR THE CONTRACT (ABC)	**TOTAL OFFERED QUOTATION**
ONE MILLION TWO HUNDRED THOUSAND PESOS (Php 1,200,000.00)	**In Words:** _____ _____ **In Figures:** _____

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email address/es

TERMS OF REFERENCE

Project Title:	**ACOUSTIC IMPROVEMENT OF THE NCDA BOARD ROOM, MEETING ROOM, AND MULTI-PURPOSE HALL**
Approved Budget: for the Contract	**ONE MILLION TWO HUNDRED THOUSAND PESOS ONLY (P1,200,000.00)**
Source of Fund:	**GENERAL APPROPRIATIONS ACT (GAA) FY2025**
Contracting Agency:	**NATIONAL COUNCIL ON DISABILITY AFFAIRS (NCDA) MANAGEMENT INFORMATION SYSTEM (MIS) SECTION**

I. SCOPE

The project shall cover the supply, delivery, and installation of all necessary materials and labor required for the acoustic improvement works, including but not limited to:

1. Site Assessment and Measurements

Conduct detailed site inspection and acoustic evaluation. Confirm accurate measurements of walls and ceilings for panel installation

2. Material Supply

Provision of high-quality acoustic wall and ceiling panels made of sound-absorbing materials with fire-retardant and eco-friendly properties.

3. Installation Works

- Install acoustic panels on both walls and ceilings, ensuring complete coverage of all wall and ceiling surfaces, except for areas occupied by built-in fixtures.
- Proper mounting and alignment of acoustic panels according to approved layout and design.
- All necessary surface preparation, framing, adhesives, and fasteners included.
- Ensure all lighting fixtures and electrical fittings are safely reinstalled and operational after completion of ceiling works.

4. **Clean-up and Restoration**

   Removal of debris and restoration of affected areas after installation.

5. **Testing and Final Inspection**

   Joint inspection by NCDA and the supplier to verify compliance and performance before final acceptance.

II. DELIVERABLES

1. **Installation of Acoustic Wall and Ceiling Panels**

   Professionally supplied and installed sound-absorbing panels covering both walls and ceilings of the NCDA Board Room, Meeting Room, and Multi-Function Hall, designed to reduce echo and improve sound clarity

2. **Enhanced Acoustic Environment**

   Noticeable reduction in reverberation and internal noise reflection, resulting in improved speech intelligibility and auditory comfort.

3. **Acoustic Layout and Design Documentation**

   Detailed layout plan indicating panel placement and material specifications for reference and future maintenance. Prepared or reviewed by qualified project engineer with experience in acoustic installation project.

4. **Completion Report and Photo Documentation**

   Comprehensive report summarizing the work completed, including before-and-after photos and performance observations.

5. **Turnover and Acceptance Certificate**

   Formal turnover of the completed installation, ensuring that all deliverables meet NCDA's standards and requirements.

III. MATERIAL SPECIFICATIONS:

Material Type	Polyester Fiber Acoustic Panel (XSY Series or equivalent)
Panel Size	2420 mm × 1220 mm
Thickness	9 mm
Density	1900 gsm
Noise Reduction Coefficient (NRC)	Minimum 0.90
Color	Based on **Client's preference**, subject to approval prior to installation
Fire Rating	Fire-retardant, Class B1 or equivalent
Durability	Eco-friendly, non-toxic, low VOC emission
Accessories	Mounting clips, adhesive, screws, or other appropriate fixtures for secure and aesthetic installation

IV. ELIGIBILITY REQUIREMENTS:

The prospective supplier must:

- Be duly registered under Philippine laws and authorized to conduct business with government agencies.
- The supplier must have been in continuous operation for at least three (3) years prior to the submission of its proposal.
- Have completed at least one (1) similar acoustic or interior installation project within the last three (3) years.
- Have the technical and manpower capacity to complete the project within the specified timeline.
- Be able to provide product certifications, warranties, and technical specifications of materials.

V. PROJECT DURATION AND IMPLEMENTATION SCHEDULE

The entire project, from Notice to Proceed to final acceptance, shall be completed within forty-five (45) calendar days, subject to adjustments approved by NCDA due to unforeseen conditions.

Proposed Timeline:

- Days 1–10: Site assessment, detailed measurements, and preparation of layout/design plan.
- Days 11–30: Delivery and installation of acoustic wall and ceiling panels.
- Days 31–40: Finishing works, clean-up, and correction of any deficiencies.
- Days 41–45: Final inspection, turnover, and acceptance.

VI. WARRANTY

The supplier shall provide a **minimum one (1) year warranty** covering defects in materials and workmanship. During the warranty period, the supplier shall repair or replace defective items at no additional cost to NCDA.

Maintenance guidance and product care instructions must be included in the turnover documentation.

VII. PENALTY CLAUSE

In case of failure to complete the delivery within the stipulated time, the NCDA shall deduct the winning bidder payment an amount equal to one-tenth of one percent (1/10 of 1%) for every day of delay until the delivery is completed.

VIII. MODE OF PROCUREMENT

The procurement shall be undertaken through "Small Value Procurement", pursuant to Section 34 of Implementing Rules and

Regulations (IRR) of Republic Act 12009, otherwise known as the "New Government Procurement Act".

IX. PAYMENT:

- Payment shall be made upon successful completion, inspection, and acceptance of the project deliverables by NCDA, subject to existing government accounting and auditing rules and regulations.

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of ***[****Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.