 NCCA	THE NATIONAL COMMISSION FOR CULTURE AND THE ARTS	Document Reference Code: NCCA-FR-AFD/PS-001	
	FORM	Revision No. 03	Effectivity Date: July 2024
	Request for Quotation	Page	1 of 4

REQUEST FOR QUOTATION

Date: 01-Jul-24
RFQ No. 24-172

The National Commission for Culture and the Arts (NCCA) through its Procurement Section, intends to procure **Lease of Venue with Meals and Accommodation for the NCCA 2024 Cultural Immersion on July 11-13, 2024** in accordance with **Sec. 53.10 Lease of Real Property and Venue** of the **2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184**. The total **Approved Budget for the Contract (ABC)** is **One Million One Hundred Thousand Pesos Only (P1,100,000.00)** inclusive of applicable taxes and fees.

Please **quote your best offer** for the item/s described herein, subject to the technical specifications attached to this Request for Quotation (RFQ). Along with your signed quotation, please submit the following documentary requirements: A copy of your updated PhilGeps registration, latest Business/Mayor's permit, latest Income/Business Tax Returns, Omnibus Sworn Statement, and any other documentary requirements stated in the RFQ, Technical Specifications, and 2016 Revised IRR.


Please submit your **sealed quotation addressed to Ms. Marichu G. Tellano, BAC Chairperson, duly signed by your authorized representative**, not later than **04 July 2024 at 1:00pm**, to **BAC Secretariat at Rm. 2D, NCCA Building**. Late quotations will not be accepted.

The NCCA reserves the right to cancel or terminate the conduct of procurement activities, reject any and all bids, declare a failure, or not award the contract in accordance with Sections 35.6 and 41 of the 2016 Revised IRR.

For further information or any clarification, you may contact us at Tel no. 8527 2192 loc. 201 or email us at bids@ncca.gov.ph



ROYSTON R. MANRIQUE
BAC Secretariat

 NCCA	THE NATIONAL COMMISSION FOR CULTURE AND THE ARTS	Document Reference Code: NCCA-FR-AFD/PS-001	
	FORM	Revision No. 03	Effectivity Date: July 2024
	Request for Quotation	Page	2 of 4

Technical Specifications/ Terms of Reference/ Scope of Work

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

Name of Company: _____
Company Address: _____
Email and Contact Nos. _____
Mayor / Business Permit No.: _____
PhilGEPS Registration No. _____


REQUEST FOR QUOTATION						FOR SUPPLIER ONLY		
						Please provide the ff:		
Item No.	Unit of Measurement	Particulars and Description	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Item Brand/ Model
	lot	Room Accommodation for 165 pax, pax, 6-10 persons in a room, Air-conditioned with toilet and bath, with breakfast Meals, 165 pax Lunch (3 days), Dinner (2 days), With meat, fish, vegetables, fruit, & drinks Team Building Facilitation With enclosed venue for indoor activities Situated within Laguna area (Pila, Lumban, Paete)	165		One Million One Hundred Thousand Pesos Only (P1,100,000.00)			
TOTAL COST (In figures and words)								

Location of Delivery: Laguna Area (Pila, Lumban, Paete)
Contract / Delivery Period: July 11-13, 2024

INSTRUCTIONS

(1) Accomplish the Request for Quotation correctly and accurately in accordance with the Technical Specifications/ Mandatory Instructions;
(2) All quotations from prospective suppliers shall be inclusive of applicable taxes and other fees
(3) Section 61.1 of the 2016 RIRR, "For the given scope of work in the contract as awarded, all bid prices shall be considered as fixed prices, and therefore not subject to price adjustment and escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB,116 or when a Treaty or International or Executive Agreement expressly allows it pursuant to Section 4 of this IRR "; and
(4) Any alterations on this form will disqualify your entire quotation.

Purchase Request No.: 24-07-1001 RFQ No: 24-172 AOQ No: _____
Title of Procurement Project: Lease of Venue with Meals and Accommodation for the NCCA 2024 Cultural Immersion on July 11-13, 2024

 NCCA	THE NATIONAL COMMISSION FOR CULTURE AND THE ARTS	Document Reference Code: NCCA-FR-AFD/PS-001	
	FORM	Revision No. 03	Effectivity Date: July 2024
	Request for Quotation	Page	3 of 4

REQUIREMENTS	STATE COMPLY, NOT COMPLY, OR NOT APPLICABLE	SPECIFIC REFERENCE (Attach supporting documents marked with asterisks or as maybe required)
I. DOCUMENTARY REQUIREMENTS		
A. Updated PhilGEPS Registration: *		
Platinum Membership: ABC of 1 million and above. For RED Membership (ABC below 1 million): For RED, please print the Organization Profile from the PhilGEPS website, indicating the date of registration, member type, and other related details.		
B. Latest Mayor's/Business Permit*		
C. Latest Income/Business Tax Resturn *		
D. Signed Omnibus Sworn Statement *		
Notarized Copy shall be submitted upon award of the contract		
E. Statement of Compliance to Technical Specifications *		
Attached to this RFQ are the Technical Specifications (see page 4). Statement of Compliance to each item/parameter is required.		
F. Other Mandatory Requirements required by the 2016 RIRR & requesting unit/s if applicable ex. DTI/Sec. Registration, Company Profile, Accreditation, Secretary's Certificate, Other Certifications, Sample works, List of Clients, Bank details upon award of contract, etc. depending on the mode of procurement)		

TERMS OF PAYMENT:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer Facility, subject to government terms. Payment processing will start upon receipt of required documents such as but not limited to: billing statements, statement of accounts, sales invoices, or summary of accounts.

Payment Details:

Name: _____
Bank Branch: _____
Account Name: _____
Account Number: _____
TIN Number: _____

YOUR QUOTATION (in words and figures)

CONFORME:

Name of Company (in print)

Name and Signature of Company Authorized Representative

Date: _____

Data Privacy Notice: The accomplishment of this RFQ where there will be disclosure of personal data as defined in the Data Privacy Act of 2012 and its Implementing Rules and Regulations, which provide for the protection and confidentiality of personal data is ensured.



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

TECHNICAL SPECIFICATIONS or TERMS OF REFERENCE

Project Name: CULTURAL IMMERSION/TEAM BUILDING – Venue, Accommodation, Meals, Team Building Facilitation

End User/ Requesting Unit: NCCA – HRMS – Training

PROJECT DESCRIPTION

This camp is part of the training program/continuous learning and development program for the secretariat through various activities as a support mechanism to address emotional and mental well-being of the staff that affects relationship-building skills in a work environment.

Study says that employees who are emotionally and mentally resilient are more likely to bounce back from challenges at work, will have the tools to cope with difficult situations and, in maintaining positive outlook. Being so, they remain more focused at work, gain more flexibility in accomplishing assigned tasks and enhanced inter-personal skills thereby increasing more productivity.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.

ITEM NO. / CATEGORY	SPECIFICATIONS	STATEMENT OF COMPLIANCE (For Supplier Only)
TECHNICAL SPECIFICATIONS OF ITEM/PROJECT:		
1	Room Accommodation <ul style="list-style-type: none">- 165 pax- 6-10 persons in a Room- Air-conditioned Room with Toilet and Bath- With Breakfast	
2	Meals <ul style="list-style-type: none">- 165 pax- Lunch (3 days)- Dinner (2 days)- With meat, fish, vegetables and fruits, <i>drinks</i>	
3	Team Building Facilitation <ul style="list-style-type: none">- With enclosed venue for indoor activities- Team Building Facilitators	
4	Laguna Area (Pila, Lumban, Paete)	
5	July 11-13, 2024	



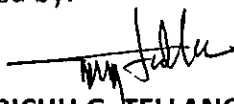


PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

Prepared by:


ALINOR DR. MAQUEDA
Admin Assistant I

Noted by:


MARICHU G. TELLANO
DED for Administration and Support Services

CONFORME / ACCEPTANCE OF SUPPLIER:

Signature	
Company Name	
President/Authorized Representative	
Telephone and Mobile Number	
Email Address	



Republic of the Philippines Office of the President

NATIONAL COMMISSION FOR CULTURE AND THE ARTS

633 General Luna Street, Intramuros, 1002 Manila / Tel. 527-2192 to 98 / Fax 527-2191 & 94 / e-mail: info@ncca.gov.ph / website: www.ncca.gov.ph