



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON INDIGENOUS PEOPLES
REGIONAL OFFICE – III
BIDS AND AWARDS COMMITTEE

3rd Floor, KL Bldg., Consunji St., Sto. Rosario, City of San Fernando, Pampanga
Telefax: (045) 961-5956

REQUEST FOR QUOTATION

Name of Business : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____

The National Commission on Indigenous Peoples – Regional Office III, through its Bids and Awards Committee, intends to procure venue for official use through negotiated procurement under Section 53.10 of the Revised IRR of R. A. 9184 with the following description:

| ITEM DESCRIPTION | APPROVED BUDGET FOR CONTRACT |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Lease of venue (inclusive of food, function room, and accommodation) for the conduct of Phase 1 and 2 Training on Culturally Adaptive Basic Education and Health Integrating Indigenous Knowledge Systems and Practices (CABEH-IKSP) and Ethnographic Participatory Research on IKSP on March 11-19, 2017 within Bataan, Zambales, or Pampanga with 67 participants. | PhP 750,000.00 |

Please submit your quotations/proposals duly signed by you or your authorized representative not later than **February 28, 2017, 5:00 PM** for the item described above, subject to the Specifications and Terms & Conditions attached to this request for quotation.

Quotations may be submitted manually, through facsimile or email at the address and contact number herein indicated.

For any clarification, you may contact Ms. Blesilda M. Occena, BAC Secretariat, through telephone number (045) 961-5956 or cellphone number 09278400757 or email address at ncipregion3@yahoo.com.

GINA D. NAIMES-CASTOR
Chair, Bids and Awards Committee

TECHNICAL SPECIFICATIONS

| Item No. | Item Description | Specifications | Statement of Compliance | |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------|
| | | | Comply | Not comply |
| 1 | Lease of venue(including food, function room and accommodations) for the conduct of Phase I & II Training on CABEH-IKSP and Ethnographic Participatory Research on IKSP for 8 days and 7 nights | 1. General | | |
| | | Date: March 11- 19, 2017 No. of Pax: 67 | | |
| | | Location: Bataan, Pampanga or Zambales | | |
| | | 2. Conference Room | | |
| | | Air-conditioned function room for use daily 8 to 10 hours for 9 days; | | |
| | | Classroom type set-up for 67 pax with chairs and tables | | |
| | | With audio and video system and with at least two microphones | | |
| | | Wide screen and LCD Projector | | |
| | | At least two whiteboards with markers and erasers | | |
| | | Free flowing coffee/tea and drinking water | | |
| | | WiFi connection | | |
| | | 3. Food | | |
| | | Day 1: AM Snack, Buffet Lunch, PM Snack, Buffet Dinner, Free flowing coffee/juice | | |
| | | Day 2 to Day 4: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, Buffet Dinner, free flowing coffee/juice | | |
| | | Day 5: Buffet Breakfast, individually packed AM Snack, packed Lunch, PM Snack, packed Dinner | | |
| | | Day 6: Breakfast, AM Snack, Lunch, PM Snack, Buffet Dinner at venue N.B. Day 5 & 6: All pax will be at 4 immersion sites in Bataan and Zambales right after Breakfast on Day 5, sleep at the area and will be back to venue before evening on Day 6. Pax will be divided into 4 groups. Provision of food during their stay at immersion sites may be food packs that can be cooked/prepared in the area | | |
| | | Day 7: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, Buffet Dinner, free flowing coffee/juice | | |
| | | Day 8: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, Buffet Dinner, free flowing coffee/juice | | |
| | | Day 9: Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack for 56 Pax | | |
| | | Proposed menus must be attached to the proposal | | |
| Food tasting shall be conducted during ocular inspection. | | | | |

| | | | | | |
|---|--|----------------------------------------------------------------------------------------------|----|----------------------------------|--|
| | | 4. Accommodation (Rooms) | | | |
| | | 67 pax for 8 days and 7 nights | | | |
| | | Resource persons | 2 | Twin occupancy | |
| | | Male pax | 27 | Triple or Quadruple room sharing | |
| | | Female pax | 38 | | |
| | | 56 pax for Day 8 (night) | | | |
| | | Resource persons | 2 | Twin occupancy | |
| | | Male pax | 19 | Triple or Quadruple room sharing | |
| | | Female pax | 35 | | |
| | | Guaranteed air-conditioned rooms | | | |
| | | Pax will stay on the night of Day 5 at immersion sites and be back to venue evening of Day 6 | | | |
| 2 | | Please see Terms and Conditions for other specific details | | | |

After having carefully read and accepted your General Conditions, I/we quote you on the item at prices noted above.

Signature Over Printed Name and Designation

Telephone No. and Email Address

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form;
2. Quotations must be placed inside a duly sealed envelope;
3. Price quotations must be valid for a period of 120 days from date of submission;
4. Price quotations shall be denominated in Philippine peso inclusive of taxes, duties and charges;
5. Bidders must submit a copy of the following documents together with the quotations/proposals to ensure that they are legally, technically and financially capable of providing the item described in the RFQ:
 - a. Registration Certificate from SEC for corporations, DTI for sole proprietorship, CDA for cooperatives;
 - b. Valid Mayor's permit;
 - c. PHILGEPS certificate of registration;
 - d. Tax Clearance
6. All submitted documents must be duly signed at the bottom part by the bidder or the latter's authorized representative;
7. Ocular inspection and interview shall be conducted by the representatives of the Procuring Entity;
8. Award of contract shall be made to the lowest and responsive quotation which complies with the terms and conditions stated herein;
9. Failure to satisfactorily deliver the item described in the RFQ within the specified delivery schedule will warrant imposition of liquidated damages in an amount equal to 1/10 of 1% of the cost of the delayed goods for every day of delay until such goods are finally delivered and accepted by the Procuring Entity;
10. The currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos;
11. Payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.



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QUOTATION FORM

Date: _____

The Regional Director
NCIP-Regional Office III
3rd Floor, KL Bldg., Consunji St.
City of San Fernando, Pampanga

Attention: The Chairperson
NCIP-Regional Office III Bids and Awards Committee

Gentlemen:

Having examined the Request for Quotations and its attachments (Terms and Conditions, Technical Specifications), the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to supply/deliver the Lease of venue (inclusive of food, function room, and accommodation) for the conduct of Phase 1 and 2 Training on Culturally Adaptive Basic Education and Health Integrating Indigenous Knowledge Systems and Practices (CABEH-IKSP) and Ethnographic Participatory Research on IKSP in conformity with the said Specifications and Terms and Conditions for the sum of _____

(total amount in words and figures)

| Particulars | Amount |
|-------------|--------|
| | |
| | |
| | |
| | |
| | |
| | |
| Total Cost | |

We undertake, if our price quotation is accepted, to deliver the goods in accordance with the Specifications and Terms and Conditions.

Until a formal Contract is prepared and executed, this price quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any price quotation that you may receive.

We certify/confirm that we comply with the documents required under the Terms and Conditions.

Name and Signature of Bidder or duly
authorized representative for and on behalf of the Bidder

Business Address and Contact No.