

REQUEST FOR QUOTATION

Quotation No.: 12-241-2019

Date: 27 December 2019

1. The National Telecommunications Commission (NTC) hereby invites prospective Suppliers to submit their Price Quotation for the Project: **Venue and Room Accommodation for Confirmation of External Services (Central and Regional Office) Harmonization of Forms used in external Services January 13-15, 2020**
2. The Approved Budget for Contract (ABC) for the said project is Three Hundred Sixty Thousand Pesos Only (**₱360,000.00**) charged against the Regular Agency Fund (Capital Outlay) of FY 2019 General Appropriations Act, RA 10924.
3. Summary of Requirements

Qty	Unit	Specifications/Description
60	pax	Venue and Room Accommodation (January 13-15, 2020) Description: Venue/Location: Hotel located in Quezon City Accommodation: Triple sharing per room Function room: Spacious that can accommodate atleast sixty (60) pax Others: Free use of Internet with atleast 1mbps speed Free use of digital projector and wide screen display Free use of sound suestem with atleast three (3) microphones Free use of electricity during the entire meeting Snacks/coffee/tea/bottled water will be provided during the meeting

4. Terms of Delivery and Payment
 - a. The payment shall be made after complete delivery of the items and the issuance of Certificate receipt of Acceptance by the Procuring Entity.
 - b. Prices are subject to tax which shall be withheld by the Procuring Entity for remittance to BIR. In return, the procuring entity shall issue a Withholding Tax Certificate.
5. The following eligibility and technical requirements are for submission with the Supplier's Price Quotation Form (Form-B):
 - a. **Valid and Current Mayor's /Business Permit;**
 - b. **Valid and Current PHILGEPS Registration Certificate;**
 - c. **Latest Income/Business Tax Return;**
 - d. **Omnibus Sworn Statement; and**
 - e. **Conformity with Technical Specifications (Form-A)**
6. Price Quotation Form (Form-B) shall be assigned and shall include unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded, quoted in Philippine Peso. Quotations received in excess of the ABC shall be automatically rejected at opening.
7. The NTC shall evaluate the quotation as one (1) lot basis and award will be made to the quotation resulting in the overall lowest cost. Contract award will be made to the lowest calculated and

responsive quotation meeting the NTC's technical specifications and other requirements.

8. Quotations must be delivered in SEALED ENVELOPE at the address below not later than 7 January 2020 of 12:00 PM. Late Quotations shall not be accepted.

Head, Alternative Mode of Procurement Group
Bids and Awards Committee
National Telecommunications Commission
BIR Road, East Triangle, Diliman, Quezon City

9. The NTC reserves the right to accept or reject any quotation, and to annul the procurement process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier.


GENESIS SULIBIT
Head, Alternative Mode of Procurement Group
Bids and Awards Committee

TECHNICAL SPECIFICATIONS

Project:

**Procurement of Venue and Room Accommodation for Confirmation of External Services
(Central and Regional Office) Harmonization of Forms used in External Services
January 13-15, 2020**

Features/Specifications

All items must be complied on a pass/fail basis. Failure to meet one of the requirements may result to rejection.

Qty	Unit	Specifications/Description
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I hereby commit to comply and deliver all the above requirements in accordance with the stipulated schedule of delivery.

 Supplier's Representative Signature over Printed Name

Designation: _____

Name of Company: _____

Address: _____

Telephone & Fax No. _____

PRICE QUOTATION FORM

Project:

**Procurement of Venue and Room Accommodation for Confirmation of External Services
(Central and Regional Office) Harmonization of Forms used in External Services
January 13-15, 2020**

Sir/Madam

In compliance with the above request for quotation, we quote our lowest government price for the following item/s specified below:

Qty	Unit	Specifications/Description
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Amount in Words: _____

Submitted by: _____

Supplier's Representative Signature over Printed Name

Designation: _____

Name of Company: _____

Address: _____

Telephone & Fax No.: _____

Date: _____