

REQUEST FOR QUOTATION

Quotation No.:

Date: September 20, 2022

1. The National Telecommunications Commission (NTC) hereby invites prospective Suppliers to submit their Price Quotation for the Project: **Procurement of Venue (Full Board) for the Seminar - Workshop to Review and Formulate NTC GAD Agenda - September 28, 2022 to October 2, 2022**
2. The Approved Budget for Contract (ABC) for the said project is **Two Hundred Sixty Four Thousand pesos only (Php264,000.00)** charged against the General Appropriations Act, RA 10924
3. Summary of Requirements

Qty	Unit	Specifications/Description
30	pax	Procurement of Venue (Full Board) for the Seminar - Workshop to Review and Formulate NTC GAD Agenda - September 28 2022 to October 2, 2022
		Location : Province of Rizal
		Check in : September 28, 2022
		Check Out : October 2, 2022
		Kindly refer to the attached Requirements

4. Terms of Delivery and Payment
 - a. The payment shall be made after complete delivery of the items/services and the issuance of Certificate 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. **Notarized Omnibus Sworn Statement**
 - d. **Conformity with Technical Specifications (Form-A)**
 - e. **Supplier's Price Quotation Form (Form-B)**
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 **5:00 pm of September __, 2022**. Late Quotations shall not be accepted.

Head, Technical Working Group1 - Alternative Mode of Procurement
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.



MARY GRACE S. AGCAOILI
Head, TWG1-AMP
Bids and Awards Committee

TECHNICAL SPECIFICATIONS

Project:

PROCUREMENT OF VENUE (FULL BOARD) FOR THE SEMINAR - WORKSHOP TO REVIEW AND FORMULATE NTC GAD AGENDA - September 28 to October 2, 2022

Features/Specifications

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

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		Kindly refer to the attached Requirements

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 (FULL BOARD) FOR THE SEMINAR - WORKSHOP TO REVIEW AND FORMULATE NTC GAD AGENDA - September 28 to October 2, 2022

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	Unit Price	Total Cost
30	pax	Procurement of Venue (Full Board) for the Seminar - Workshop to Review and Formulate NTC GAD Agenda - September 28 2022 to October 2, 2022		
		Location : Province of Rizal		
		Check in : September 28, 2022		
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		Kindly refer to the attached Requirements		

Amount in Words: _____

Submitted by: _____

Supplier's Representative Signature over Printed Name

Designation: _____

Name of Company: _____

Address: _____

Telephone & Fax No.: _____

Date: _____

REQUIREMENTS

Venue / Location: Province of Rizal
Function Room: Spacious and can accommodate at least thirty (30) pax
Accommodation: 10 triple sharing rooms
Others: Free Use of internet with at least 100 mbps speed
Free use of digital projector and wide screen display
Free use of sound system with at least three (3) microphones
Free use of electricity during the entire meeting
Snacks / coffee / tea / bottled water will be provided during meeting