

REQUEST FOR QUOTATION

REFERENCE NO.: **MR19-11-197**

We are inviting all interested contractors/suppliers to submit their best quotation for the **LEASE OF VENUE FOR THE PLANNING SESSION OF THE NATIONAL DEVELOPMENT COMPANY**

Requirements	Quantity	Unit	Estimated Total Cost
A. Use of Function Room <ul style="list-style-type: none">- 8:00 am to 5:00 pm- Can accommodate 31 persons- With registration table- Unlimited coffee or tea throughout the meeting- Water Station- Stationeries and pens- Built-in LCD projector and screen- Built-in PA system- 2 wireless microphones- Extension cords- Flipchart with markers- Built-in whiteboard with markers- Wi-fi internet connection	1	lot	₱ 96,000.00
B. Meals <ul style="list-style-type: none">- Morning and afternoon snacks- Buffet lunch			
C. Parking <ul style="list-style-type: none">- Complimentary parking pass for the 10% of the attendees			
TOTAL			₱ 96,000.00

Approved Budget : ₱ 96,000.00 (VAT Inclusive)

Submission of Quotation and Eligibility Requirements : November 29, 2019

Mode of Procurement : Negotiated Procurement – Lease of Real Property and Venue

Eligibility Requirements :

1. Valid or Current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2018 Income Tax Return or Latest Business Tax Return (certified true copy)

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE

National Development Company

7/F NDC Building, 116 Tordesillas St.

Salcedo Village, Makati City

Fax: 840-4862

Attention: BAC Secretariat

Reference Number: MR19-11-197

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government Terms
2. Delivery Period – December 6, 2019

(SGD.) AGM SATURNINO H. MEJIA

Chairperson, Bids and Awards Committee