



United Nations
Educational, Scientific and
Cultural Organization

UNESCO National Commission of the Philippines

REQUEST FOR PROPOSAL

Date: 23 January 2024

RFP No.: 2024-004

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **CONSULTANT FOR THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION (IOC) AND OCEAN DECADE** in accordance with **Section 53.7, Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Four Hundred Twenty Thousand Pesos (Php 420,000.00) only**.

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

Terms of Reference:

See attached Annex A.

Proposal:

If interested, kindly accomplish the attached Proposal Form, see Annex "B", duly signed, and submit it to the UNACOM Office located on the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at unacom.procurement@gmail.com cc: quotation@unesco.gov.ph on or before **27 January 2024**.

Requirements:


The **Consultant for The Intergovernmental Oceanographic Commission (IOC) and Ocean Decade** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN
2. PhilGEPS Registration Number

Payment details:

Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:


Mr. Marlon A. de los Santos

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: unacom.procurement@gmail.com

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

REQUEST FOR PROPOSAL

Date: 23 January 2024
RFP No.: 2024-005

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **CONSULTANT FOR THE REVIEW AND OVERSIGHT DOCUMENTS AND WORKSHOPS FOR UNESCO WORLD HERITAGE PROGRAMME** in accordance with **Section 53.7, Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Three Hundred Thousand Pesos (Php 300,000.00)** only.

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

Terms of Reference:

See attached Annex A.

Proposal:

If interested, kindly accomplish the attached Proposal Form, see Annex "B", duly signed, and submit it to the UNACOM Office located on the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at unacom.procurement@gmail.com cc: quotation@unesco.gov.ph on or before **27 January 2024**.

Requirements:

The **CONSULTANT FOR THE REVIEW AND OVERSIGHT DOCUMENTS AND WORKSHOPS FOR UNESCO WORLD HERITAGE PROGRAMME** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. **Curriculum Vitae with TIN**
2. **PhilGEPS Registration Number**

Payment details:

Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:



Mr. Marlon A. de los Santos

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: unacom.procurement@gmail.com

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

REQUEST FOR PROPOSAL

Date: 23 January 2024
RFP No.: 2024-005

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **CONSULTANT FOR THE REVIEW AND OVERSIGHT DOCUMENTS AND WORKSHOPS FOR UNESCO WORLD HERITAGE PROGRAMME** in accordance with **Section 53.7, Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Three Hundred Thousand Pesos (Php 300,000.00)** only.

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

Terms of Reference:

See attached Annex A.

Proposal:

If interested, kindly accomplish the attached Proposal Form, see Annex "B", duly signed, and submit it to the UNACOM Office located on the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at unacom.procurement@gmail.com cc: quotation@unesco.gov.ph on or before **27 January 2024**.

Requirements:

The **CONSULTANT FOR THE REVIEW AND OVERSIGHT DOCUMENTS AND WORKSHOPS FOR UNESCO WORLD HERITAGE PROGRAMME** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. **Curriculum Vitae with TIN**
2. **PhilGEPS Registration Number**

Payment details:

Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:



Mr. Marlon A. de los Santos

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: unacom.procurement@gmail.com

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

REQUEST FOR PROPOSAL

Date: **11 March 2024**

RFP No.: **2024-011**

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **CONSULTANT FOR CAPACITY-BUILDING AND AWARENESS RAISING ON WORLD HERITAGE PROGRAMME FOR THE RICE TERRACES OF THE PHILIPPINE CORDILLERAS' RIGHTS- AND STAKEHOLDERS, AND PARTNERS** in accordance with **Section 53.7, Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Two Hundred Seventy-Five Thousand Eight Hundred Sixty-Two Pesos and 7/100 (Php 275862.07) only.**

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

TERMS OF REFERENCE:

See attached Annex A.

PROPOSAL:

If interested, kindly accomplish the attached Proposal Form, see Annex "B", duly signed, and submit it to the UNACOM Office located on the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at unacom.procurement@gmail.com cc: quotation@unesco.gov.ph on or before **14 March 2024.**

REQUIREMENTS:

The **CONSULTANT FOR CAPACITY-BUILDING AND AWARENESS RAISING ON WORLD HERITAGE PROGRAMME FOR THE RICE TERRACES OF THE PHILIPPINE CORDILLERAS' RIGHTS- AND STAKEHOLDERS, AND PARTNERS** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN

2. PhilGEPS Registration Number

PAYMENT DETAILS:

Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:



Mr. Marlon A. de los Santos

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: unacom.procurement@gmail.com

Terms and Conditions:

1. All entries must be legibly written.
2. The Approved Budget of the Contract (ABC) is **PHP 275, 862.07.**
3. Quotations/Proposals exceeding the approved ABC shall automatically disqualified.
4. Price Quotations shall include taxes, duties and/or levies payables.
5. The price offered shall not be subject to any increase for any reason, including cases of devaluation or inflation, throughout the entire duration of the delivery.
6. Bidders shall comply with the Technical Specifications/Terms of Reference.
7. Deadline of submission is on **14 March 2024.**
8. The contract shall be awarded to the lowest calculated responsive quotation that meets the requirements and other terms and conditions stated herein.
9. UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period will be imposed per day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, UNACOM reserves the right to rescind the contract, without prejudice to other available courses of action and remedies. Payment will be made promptly, but no later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after the submission of the billing statement/invoice and fulfillment of other contractual obligations. Payment will be made upon inspection and acceptance of the goods/services by the end.
12. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

22April2024

REQUEST FOR PROPOSAL

Date: 18 March 2024
RFP No.: 2024-012

The **UNESCO National Commission of the Philippines (UNACOM)** through its Bids and Awards Committee (BAC), intends to procure a **RESEARCHER FOR A STUDY ENTITLED " THE STATE OF PHILIPPINE OCEAN SCIENCE REPORT"** in accordance with **Section 53.7, Negotiated Procurement – Highly Technical Consultant** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The said procurement has an Approved Budget for the Contract (ABC) of **Three Hundred Twenty Thousand Pesos (Php 300,000.00) only**.

Please send your best offer for the item/s described herein, subject to the **Terms and Conditions** provided in this Request for Proposal (RFP).

Terms of Reference:

See attached Annex A.

Proposal:

If interested, kindly accomplish the attached Proposal Form, see Annex "B", duly signed, and submit it to the UNACOM Office located on the Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City or email at unacom.procurement@gmail.com cc: quotation@unesco.gov.ph on or before **20 March 2024**.

Requirements:

The **RESEARCHER FOR A STUDY ENTITLED " THE STATE OF PHILIPPINE OCEAN SCIENCE REPORT"** shall comply with the required documentary requirements prior to first payment as stated in the Annex H, Appendix A. of RA 9184's Implementing Rules and Regulations.

1. **Curriculum Vitae with TIN**
2. **PhilGEPS Registration Number**

Payment details:

Payment shall be made promptly through Land Bank's LDDAP-ADA/Bank Transfer facility upon fulfillment of obligations as stipulated in the contract.

For further inquiries, please contact:



Mr. Marlon A. de los Santos

BAC Secretariat

Tel No.: 8834-3447

Mobile No.: 09773379532

Email address: unacom.procurement@gmail.com

Terms and Conditions:

1. All entries must be legibly written.
2. The Approved Budget of the Contract (ABC) is **PHP 300, 000.00.**
3. Quotations/Proposals exceeding the approved ABC shall automatically disqualified.
4. Price Quotations shall include taxes, duties and/or levies payables.
5. The price offered shall not be subject to any increase for any reason, including cases of devaluation or inflation, throughout the entire duration of the delivery.
6. Bidders shall comply with the Technical Specifications/Terms of Reference.
7. Deadline of submission is on **20 March 2024.**
8. The contract shall be awarded to the lowest calculated responsive quotation that meets the requirements and other terms and conditions stated herein.
9. UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period will be imposed per day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, UNACOM reserves the right to rescind the contract, without prejudice to other available courses of action and remedies. Payment will be made promptly, but no later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after the submission of the billing statement/invoice and fulfillment of other contractual obligations. Payment will be made upon inspection and acceptance of the goods/services by the end.
12. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

22April2024



unesco

Philippine
National Commission

Building peace in the hearts and minds of men and women since 1951

REQUEST FOR PROPOSAL

Date: 22 April 2024

RFP No.: 2024-016

Dear Sir / Madam:

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to procure a **CONSULTANT** for the **CAPACITY-BUILDING, AWARENESS RAISING CAMPAIGNS, TRAINING MATERIALS AND MODULE DEVELOPMENT and PROMOTION, AND ROADSHOW FOR THE UNESCO MEMORY OF THE WORLD (MoW) PROGRAMME**, in accordance with **Section 53.7 (Negotiated Procurement- Highly Technical Consultant)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

I. TERMS OF REFERENCE

1. Capacity-Building and Learning Sessions

- Conceptualize a programme design for MoW Literacy and Nomination Workshops for writers of nomination dossiers of aspiring and existing custodians of various documentary collections;
- Facilitate these capacity building and learning sessions for aspiring and existing custodians of various documentary collections;
- Spearhead the creation of a MoW Documentary and Cultural Literacy Hubs which will serve as resource center for documentary collections, educational materials, learning modules, and publications relevant to the Programme; and
- Develop relevant training materials and modules in coordination with UNACOM.

2. Awareness Raising and Conduct of the Roadshow for MoW Programme

- Develop a communication plan for the conduct of a nationwide awareness raising campaign;
- Organize roadshow and workshops to promote the objectives of the Programme by spearheading exhibits, lectures, etc. that could generate more nominations from local communities and memory institutions; and
- Recommend and disseminate promotional materials and publications that may be produced to promote MoW programme, existing inscriptions, documentary heritage, film literacy, among others.

3. General tasks

- Develop a work plan for the promotion and safeguarding of documentary heritage in the Philippines;
- Provide inputs to inquiries/surveys/questionnaires on the Programme from UNESCO and its Field Offices;
- Bridge local experts from the academe, local and international experts, public and private institutions, individual or institutional custodians of potential documentary items to add to and promote the national, regional and international registers;
- Participate in conferences, activities, and knowledge exchange related to the Programme;
- Provide a progress and accomplishment report every month to keep track of tasks and development on the implementation of the Programme;
- Provide an assessment report on the national implementation of the Programme and recommend ways forward to further improve its implementation, at the end of his term as a consultant; and
- Perform such other work related to the implementation of MoW Programme in the Philippines, as may be needed by UNACOM.

II. **TERMS OF THE PROJECT**

This Terms of Reference will commence from 16 May 2024 and shall continue to be in effect until 15 November 2024.

Terms and Conditions:

1. All entries must be legibly written.
2. The Approved Budget of the Contract (ABC) is **PHP 400,500.00.**
3. Quotations/Proposals exceeding the approved ABC shall be automatically disqualified.
4. Price Quotations shall include taxes, duties and/or levies payables.
5. The price offered shall not be subject to any increase for any reason, including cases of devaluation or inflation, throughout the entire duration of the delivery.
6. Bidders shall comply with the Technical Specifications/Terms of Reference.
7. Deadline of submission is on **10 May 2024.**
8. The contract shall be awarded to the lowest calculated responsive quotation that meets the requirements and other terms and conditions stated herein.
9. UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period will be imposed per day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, UNACOM reserves the right to rescind the contract, without prejudice to other available courses of action and remedies. Payment will be made promptly, but no later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank

Transfer facility after the submission of the billing statement/invoice and fulfillment of other contractual obligations. Payment will be made upon inspection and acceptance of the goods/services by the end.

12. *Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.*

Please quote your best offer using the attached Price Proposal Form, Annex "A" and submit the duly signed quotation subject to the terms and conditions provided.

For Inquiries / clarifications, please contact the undersigned.

MR. MARLON A. DE LOS SANTOS

BAC Secretariat

Tel No.: 8834-3447

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Bidder's Requirements:

A copy of the each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. Curriculum Vitae with TIN Number, Email address, Residence address, and Contact Number
2. PhilGEPS Registration Number
3. BIR 2023


MICHELLE A. DULAY
BAC Member


KRISTINE RAI B. GARCIA
BAC Member


JOIE CHRISTINE MARIE T. PANTE
BAC Provisional Member


LAURENCE WILFRED T. DUMADAG
BAC Vice-Chairperson


GAY ALFRED A. BLANCO
BAC Chairperson

ANNEX A

PROPOSAL FORM

Date: _____

Bids and Awards Committee

UNESCO National Commission of the Philippines
 Ground Floor, Department of Foreign Affairs Bldg.
 2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Proposal, hereunder is my proposal as follows:

Qty	UOM	Item	Specification	Total price
		CONSULTANT FOR THE CAPACITY-BUILDING, AWARENESS RAISING CAMPAIGNS, TRAINING MATERIALS AND MODULE DEVELOPMENT AND PROMOTION, AND ROADSHOW FOR THE UNESCO MEMORY OF THE WORLD (MOW) PROGRAMME	AS SPECIFIED IN THE RFQ (Terms of Reference)	

Amount in words: _____

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

*Printed name over signature /designation*_____
Company name

Landline Number: _____ Mobile Number: _____



Building peace in the hearts and minds of men and women since 1951

REQUEST FOR PROPOSAL

Date: 13 May 2024

RFP No.: 2024-017

Dear Sir / Madam:

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to engage a **CONSULTANCY FOR THE EDITORIAL, CREATIVE DESIGN AND DEVELOPMENT AND PUBLICATION OF UNACOM'S ANNUAL REPORT 2023**, in accordance with **Section 53.6 (Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

TERMS OF REFERENCE

I. SCOPE OF WORK

The assignment will involve developing communication materials/ knowledge products related to UNACOM's thrust and agency milestones in Education, Natural Sciences, Social and Human Sciences, Culture, Communication and Information. The selected Consultancy firm will perform and provide the following:

- a. Creative design and development of promotional materials
- b. writing and editorial support (editing, copywriting, proofreading), conceptualization, and design and layout all of which have appropriate communications language targeted to the intended audience; and
- c. production of the promotional material in digital/soft and printed copies (600 copies with the following technical specifications:

COVER:

PROCESS: OFFSET STOCK: C2S 220

SIZE FLAT: 13.88 X 9.45 IN

SIZE FOLDED: 6.69 X 9.45 IN

COLOR: FULL COLOR X FULL COLOR

FINISHING: MATTE LAM 1S, SCORING

INSIDE:

PROCESS: OFFSET
STOCK: MATTE 100 SIZE
FLAT: 13.38 X 9.45 IN
SIZE FOLDED: 6.69 X 9.45 IN
COLOR: FULL COLOR X FULL COLOR
FINISHING: NONE BINDING: PERFECT + SMYTHE SEWN
NO. OF PAGES EXCLUDING OF COVER: 150 PAGES

- d. The consultancy will perform the writing work, by receiving raw documents, data, and inputs from UNACOM. In some instances, they will be required to do a research of publicly available materials, like Country Office Annual Reports, and extract inputs and examples, as needed.

Terms and Conditions:

1. All entries must be legibly written.
2. The Approved Budget of the Contract (ABC) is **PHP 896,000.00.**
3. Quotations/Proposals exceeding the approved ABC shall be automatically disqualified.
4. Price Quotations shall include taxes, duties and/or levies payables.
5. The price offered shall not be subject to any increase for any reason, including cases of devaluation or inflation, throughout the entire duration of the delivery.
6. Bidders shall comply with the Technical Specifications/Terms of Reference.
7. Deadline of submission is on **20 May 2024.**
8. The contract shall be awarded to the lowest calculated responsive quotation that meets the requirements and other terms and conditions stated herein.
9. UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period will be imposed per day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, UNACOM reserves the right to rescind the contract, without prejudice to other available courses of action and remedies. Payment will be made promptly, but no later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after the submission of the billing statement/invoice and fulfillment of other contractual obligations. Payment will be made upon inspection and acceptance of the goods/services by the end.
12. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

Please quote your best offer using the attached Price Proposal Form, Annex "A." and submit the duly signed quotation subject to the terms and conditions provided.

For Inquiries / clarifications, please contact the undersigned.



MR. MARLON A. DE LOS SANTOS

BAC Secretariat

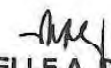
Tel No.: 8834-3447

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Bidder's Requirements:

A copy of the each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. Mayor's Business Permit
2. PhilGEPS Registration Number
3. BIR 2023
4. Income/Business Tax Return;



MICHELLE A. DULAY
BAC Member




KRISTINE RAI B. GARCIA
BAC Member



JOIE CHRISTINE MARIE T. PANTE
BAC Provisional Member



LAURENCE WILFRED T. DUMADAG
BAC Vice-Chair



GAY ALFRED A. BLANCO
BAC Chair

PRICE PROPOSAL FORM

ANNEX A

Date: _____

Bids and Awards Committee
UNESCO National Commission of the Philippines
Ground Floor, Department of Foreign Affairs Bldg.
2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Proposal, hereunder is our quotation for the item as follows:

ITEM DESCRIPTION: CONSULTANCY FOR THE EDITORIAL, CREATIVE DESIGN AND DEVELOPMENT AND PUBLICATION OF UNACOM'S ANNUAL REPORT 2023			
QTY	UOM	SCOPE OF WORK	TOTAL
1	LOT	<p>a. Creative design and development of promotional materials</p> <p>b. writing and editorial support (editing, copywriting, proofreading), conceptualization, and design and layout all of which have appropriate communications language targeted to the intended audience; and</p> <p>c. production of the promotional material in digital/soft and printed copies (600 copies with the following technical specifications:</p> <p>COVER: PROCESS: OFFSET STOCK: C2S 220 SIZE FLAT: 13.88 X 9.45 IN SIZE FOLDED: 6.69 X 9.45 IN COLOR: FULL COLOR X FULL COLOR FINISHING: MATTE LAM 1S, SCORING</p> <p>INSIDE: PROCESS: OFFSET STOCK: MATTE 100 SIZE FLAT: 13.38 X 9.45 IN SIZE FOLDED: 6.69 X 9.45 IN COLOR: FULL COLOR X FULL COLOR FINISHING: NONE BINDING: PERFECT + SMYTHE SEWN NO. OF PAGES EXCLUDING OF COVER: 150 PAGES</p>	

TOTAL AMOUNT: _____

Total amount in words: _____

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

Printed Name over Signature/ Designation

Company name

Landline number: _____ Mobile number: _____

REQUEST FOR QUOTATION

Date: **15 January 2024**

RFQ No.: **2024-001**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION AND FUNCTION ROOMS WITH MEALS** for the **INITIAL ANNUAL WORK AND FINANCIAL PLANNING, FINALIZATION OF APP 2023 & APP 2024, AND SITE INSPECTION** from 18 to 21 January 2024 in accordance with **Section 53.10 (Negotiated Procurement – Lease of Real Property or Venue)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION AND FUNCTION ROOMS WITH MEALS** for the **INITIAL ANNUAL WORK AND FINANCIAL PLANNING, FINALIZATION OF APP 2023 & APP 2024, AND SITE INSPECTION** has an Approved Budget for the Contract amounting to **THREE HUNDRED NINETY THOUSAND PESOS (PHP 390,000.00) ONLY**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

- *Hotel must have a direct access to Puerto Galera inland roads and Parking spaces for two (2) UNACOM Vehicles.*

1. Hotel Accommodation

- a.) Two (2) rooms - Single occupancy with breakfast
Check-in: 18 January 2024 / Check-out: 21 January 2024
- b.) One (1) room – Double occupancy with breakfast
Check-in: 18 January 2024 / Check-out: 21 January 2024
- c.) Three (3) rooms – Quadruple Sharing with breakfast
Check-in: 18 January 2024 / Check-out: 21 January 2024

2. Function Room for 16 pax

- a.) 19 January 2024 – 2:00PM to 6:00PM
- b.) 20 January 2024 - 2:00PM to 6:00PM

Function room must be inclusive of the following:

Free-Flowing coffee, tea, and water with Internet WIFI connectivity, Sound system w/ 3 microphones, projector or wide screen LED TV, screen, Flip boards or whiteboard, and power extension cords

3. Meal requirements for 16 pax

- a.) 18 January 2024 – Lunch

- b.) 19 January 2024 – Dinner
- c.) 20 January 2024 – Dinner

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **17 January 2024, 9:00am** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Income Business Tax Return;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023



United Nations
Educational, Scientific and
Cultural Organization

UNESCO National Commission of the Philippines

REQUEST FOR QUOTATION

Date: **15 January 2024**

RFQ No.: **2024-002**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **PREVENTIVE MAINTENANCE OF UNACOM TOYOTA INNOVA SERVICE VEHICLE SJA 113** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PREVENTIVE MAINTENANCE OF UNACOM SERVICE VEHICLE SJA 113** has an Approved Budget for the Contract of **Fifty Thousand Pesos (Php 50,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Technical Specification:

Service Provider must be located within Metro Manila only and must be a Certified Toyota Service Center.

Diesel Engine Maintenance:

- a. Change Oil
- b. Oil filter
- c. Diesel engine flush
- d. Diesel injector cleaner
- e. Octane boost

Engine Maintenance:

- a. Drive belt replacement
- b. Engine treatment and decarbonize
- c. Engine bay cleaner

Electrical Maintenance:

- a. Clearance light and headlight checking
- b. Brake Pad Kit
- c. Brake cleaner

Brake Cleaning and Maintenance:

- d. Brake Shoe Kit
- e. Brake Pad Kit
- f. Brake cleaner

Under chassis and Wheel Tires maintenance

- a. Tire check up
- b. Nitrogen tire inflation
- c. Undercoating service

Air conditioning System

- a. Air cleaner filter replacement
- b. Air care service

Delivery:

Delivery within **Seven (7) working days** upon receipt of the Notice to Proceed.

Quotation:

If interested, kindly complete the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 22 January 2024 and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned:

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number / Platinum membership**
3. **BIR 2303**


MR. MARLON A. DE LOS SANTOS

BAC Secretariat

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

REQUEST FOR QUOTATION

Date: **22 January 2024**

RFQ No.: **2024-003**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **FUNCTION ROOM WITH MEALS** for the **TRAINING ON THE PHILIPPINE GOVERNMENT PROCUREMENT ACT (R.A. 9184) - IMPLEMENTING RULES AND REGULATION AND ITS UPDATES** from 24 to 25 January 2024 in accordance with **Section 53.10 (Negotiated Procurement – Lease of Real Property or Venue)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **FUNCTION ROOM WITH MEALS** for the **TRAINING ON THE PHILIPPINE GOVERNMENT PROCUREMENT ACT (R.A. 9184) - IMPLEMENTING RULES AND REGULATION AND ITS UPDATES** has an Approved Budget for the Contract amounting to **FIFTY THOUSAND PESOS (PHP 50,000.00) ONLY**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

1. Function Room for 15 pax

- a.) 24 January 2024 – 8:00AM to 5:00PM
- b.) 25 January 2024 – 8:00PM to 5:00PM

Function room must be inclusive of the following:

Free-Flowing coffee, tea, and water with Internet WIFI connectivity, Sound system w/ 2 microphones, projector or wide screen LED TV, screen, Flip boards or whiteboard, and power extension cords

2. Meal requirements for 15 pax

- a.) 24 January 2024 – AM/PM snack, Lunch
- b.) 25 January 2024 – AM/PM snack, Lunch

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **23 January 2024, 9:00am** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to payment** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

PRICE QUOTATION FORM

Date: _____

Bids and Awards Committee

UNESCO National Commission of the Philippines
Ground Floor, Department of Foreign Affairs Bldg.
2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

ITEM DESCRIPTION: FUNCTION ROOM WITH MEALS for the TRAINING ON THE PHILIPPINE GOVERNMENT PROCUREMENT ACT (R.A. 9184) - IMPLEMENTING RULES AND REGULATION AND ITS UPDATES from 24 to 25 January 2024			
QTY	UOM	SPECIFICATION	TOTAL
1	UNIT	1. Function Room for 15 pax a.) 24 January 2024 – 8:00AM to 5:00PM b.) 25 January 2024 – 8:00PM to 5:00PM <i>Function room must be inclusive of the following:</i> Free-Flowing coffee, tea, and water with Internet WIFI connectivity, Sound system w/ 2 microphones, projector or wide screen LED TV, screen, Flip boards or whiteboard, and power extension cords 2. Meal requirements for 15 pax a.) 24 January 2024 – AM/PM snack, Lunch b.) 25 January 2024 – AM/PM snack, Lunch	

TOTAL AMOUNT: _____

Total amount in words: _____

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

Printed Name over Signature/ Designation

Company name

Landline number: _____ Mobile number: _____

REQUEST FOR QUOTATION

Date: **12 February 2024**

RFQ No.: **2024-006**

The UNESCO National Commission of the Philippines (UNACOM), through its Bids and Awards Committee (BAC), intends to procure **HOTEL ACCOMMODATION WITH FUNCTION ROOM WITH SNACKS** for the Project entitled, "**Strengthening Women's Role in the Promotion of Iloilo as a UNESCO Creative City**" from 19 to 22 February 2024 in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION WITH FUNCTION ROOM WITH SNACKS** for the Project entitled, "**Strengthening Women's Role in the Promotion of Iloilo as a UNESCO Creative City**" from 19 to 22 February 2024 has an Approved Budget for the Contract amounting to **TWO HUNDRED SIXTY THOUSAND PESOS (PHP 260,000.00) ONLY**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

1. Hotel Accommodation

- a.) Single Occupancy – One (1) room (2 nights)
Check-in: 19 February 2024
Check-out: 21 February 2024
- b.) Single Occupancy – Two (2) rooms (3 nights)
Check-in: 19 February 2024
Check-out: 22 February 2024
- c.) Twin Bed Occupancy – One (1) room (2 nights)
Check-in: 19 February 2024
Check-out: 21 February 2024
- d.) Twin Bed Occupancy – Ten (10) rooms (3 nights)
Check-in: 19 February 2024
Check-out: 22 February 2024

2. Function Room with snacks for 28 pax

- a.) 19 February 2024 – 8:00AM to 5:00PM, with light AM and PM Snacks only
- b.) 20 February 2024 – 8:00PM to 5:00PM, with light AM and PM Snacks only
- c.) 21 February 2024 – 8:00PM to 5:00PM, with light AM and PM Snacks only

Function room must be inclusive of the following:

Free-Flowing coffee, tea, and water with Internet WIFI connectivity, Sound system w/ 2 microphones, projector or wide screen LED TV, screen, Flip boards or whiteboard, and power extension cords

boards or whiteboard, and power extension cords

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than **15 February 2024, 9:00am** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to payment** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Income/Business Tax Return**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

PRICE QUOTATION FORM

Date: _____

Bids and Awards Committee

UNESCO National Commission of the Philippines
Ground Floor, Department of Foreign Affairs Bldg.
2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

ITEM DESCRIPTION: HOTEL ACCOMMODATION WITH FUNCTION ROOM WITH SNACKS FOR THE PROJECT ENTITLED, "STRENGTHENING WOMEN'S ROLE IN THE PROMOTION OF ILOILO AS A UNESCO CREATIVE CITY" FROM 19 TO 22 FEBRUARY 2024			
QTY	UOM	SPECIFICATION	TOTAL
1	UNIT	<p>1. <u>Hotel Accommodation</u></p> <p>a.) Single Occupancy – One (1) room (2 nights) Check-in: 19 February 2024 Check-out: 21 February 2024</p> <p>b.) Single Occupancy – Two (2) rooms (3 nights) Check-in: 19 February 2024 Check-out: 22 February 2024</p> <p>c.) Twin Bed Occupancy – One (1) room (2 nights) Check-in: 19 February 2024 Check-out: 21 February 2024</p> <p>d.) Twin Bed Occupancy – Ten (10) rooms (3 nights) Check-in: 19 February 2024 Check-out: 22 February 2024</p> <p>2. <u>Function Room with snacks for 28 pax</u></p> <p>a.) 19 February 2024 – 8:00AM to 5:00PM, with light AM and PM Snacks only</p> <p>b.) 20 February 2024 – 8:00PM to 5:00PM, with light AM and PM Snacks only</p> <p>c.) 21 February 2024 – 8:00PM to 5:00PM, with light AM and PM Snacks only</p> <p><i>Function room must be inclusive of the following: Free-Flowing coffee, tea, and water with Internet WIFI connectivity, Sound system w/ 2 microphones,</i></p>	

		projector or wide screen LED TV, screen, Flip boards or whiteboard, and power extension cords	
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TOTAL AMOUNT: _____

Total amount in words: _____

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

Printed Name over Signature/ Designation

Company name

Landline number: _____ Mobile number: _____

REQUEST FOR QUOTATION

Date: **20 February 2024**
RFQ No.: **2024-008**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **HOTEL ACCOMMODATION AND FUNCTION ROOM WITH MEALS** for the Project entitled: **Coordination, Alignment, and Consultation Meetings and Planning with NCBCUP and Clubs for UNESCO in Cebu City on the Promotion of UNESCO's programmes in the Philippines and a Courtesy Call with LGU-City of Cebu** from 01 March to 04 March 2024 in accordance with **Section 53.10 (Negotiated Procurement – Lease of Venue)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **HOTEL ACCOMMODATION AND FUNCTION ROOM WITH MEALS** for the Project entitled: **Coordination, Alignment, and Consultation Meetings and Planning with NCBCUP and Clubs for UNESCO in Cebu City on the Promotion of UNESCO's programmes in the Philippines and a Courtesy Call with Cebu LGU-City of Cebu** from 01 March to 04 March 2024 has an Approved Budget for the Contract amounting to **Three Hundred Thirty Thousand Pesos (PHP 330,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

Service Provider must be within Cebu City

1. Hotel Accommodation with wireless high-speed internet access

- a.) Check-in date: 1 March 2024 / Check-out date: 3 March 2024
- 1 room - Single Occupancy with buffet breakfast
 - 13 rooms – Twin Sharing (Twin Bed) with buffet breakfast
- b.) Check-in date: 1 March 2024 / Check-out date: 4 March 2024
- 2 rooms - Single Occupancy with buffet breakfast
 - 3 rooms – Twin Sharing (Twin Bed) with buffet breakfast
- c.) Check-in date: 29 February 2024 / Check-out date: 4 March 2024
- 1 room – Twin Sharing (Twin Bed) with buffet breakfast

Inclusive of the following:

Desk, writing/work with chair, and complimentary access to wireless

high-speed internet and to the health and wellness hub of the hotel

2. Function Room with wireless high-speed internet access (35-40 pax)

Dates of occupancy: 1 March 2024 to 3 March 2024, 8:00 AM to 6:00 PM

Inclusive of the following:

Paper, Pens/pencils, Free-flowing coffee, tea, and water

Sound system w/ 3 microphones, projector, screen, and power extension cords

3. Meal requirements

- 1 March - AM and PM snacks, buffet lunch, and buffet dinner for 40 pax
- 2 March - AM and PM snacks, buffet lunch, and buffet dinner for 35 pax
- 3 March - AM and PM snacks and buffet lunch for 35 pax

Quotation:

If interested, kindly accomplish the attached Price Quotation Form, Annex "A", duly signed by your company-authorized representative not later than 26 February 2024, **9:00AM** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

Award of Contract shall be made to the lowest quotation which COMPLIES WITH THE TECHNICAL SPECIFICATIONS/ DESCRIPTION and other terms and condition stated herein, AND WITH THE PASSING RATE OF EIGHTY PERCENT (80%) making use of the rating factors for lease of venue such as availability, location, and side condition, neighbourhood data, quality of venue, food and facilities.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Income/Business Tax Return**


MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 88318872

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of Official Receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. **Payment shall be made using Government terms (send bill payment)**, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

PRICE QUOTATION FORM

Date: _____

Bids and Awards Committee

UNESCO National Commission of the Philippines
Ground Floor, Department of Foreign Affairs Bldg.
2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

ITEM DESCRIPTION: HOTEL ACCOMMODATION AND FUNCTION ROOM WITH MEALS for the Project entitled: Coordination, Alignment, and Consultation Meetings and Planning with NCBCUP and Clubs for UNESCO in Cebu City on the Promotion of UNESCO's programmes in the Philippines and a Courtesy Call with LGU-City of Cebu from 01 March to 04 March 2024

QTY	UOM	SPECIFICATION	TOTAL
1	LOT	<p><u>Service Provider must be within Cebu City</u></p> <p><u>1. Hotel Accommodation with wireless high-speed internet access</u></p> <p>a.) Check-in date: 1 March 2024 / Check-out date: 3 March 2024</p> <ul style="list-style-type: none"> 1 room - Single Occupancy with buffet breakfast 13 rooms – Twin Sharing (Twin Bed) with buffet breakfast <p>b.) Check-in date: 1 March 2024 / Check-out date: 4 March 2024</p> <ul style="list-style-type: none"> 2 rooms - Single Occupancy with buffet breakfast 3 rooms – Twin Sharing (Twin Bed) with buffet breakfast <p>c.) Check-in date: 29 February 2024 / Check-out date: 4 March 2024</p> <ul style="list-style-type: none"> 1 room – Twin Sharing (Twin Bed) with buffet breakfast <p>Inclusive of the following:</p> <ul style="list-style-type: none"> Desk, writing/work with chair, and complimentary access to wireless high-speed internet and to the health and wellness hub of the hotel 	

2. Function Room with wireless high-speed internet access (35-40 pax)

Dates of occupancy: 1 March 2024 to 3 March 2024, 8:00 AM to 6:00 PM

Inclusive of the following:

Paper, Pens/pencils, Free-flowing coffee, tea, and water, Sound system w/ 3 microphones, projector, screen, and power extension cords

3. Meal requirements

- 1 March - AM and PM snacks, buffet lunch, and buffet dinner for 40 pax
- 2 March - AM and PM snacks, buffet lunch, and buffet dinner for 35 pax
- 3 March - AM and PM snacks and buffet lunch for 35 pax

TOTAL AMOUNT: _____

Total amount in words: _____

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

Printed Name over Signature/ Designation

Company name

Landline number: _____ Mobile number: _____



Building peace in the hearts and minds of men and women since 1951

REQUEST FOR QUOTATION

Date: **04 March 2024**

RFQ No.: **2024-010**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **PREVENTIVE MAINTENANCE OF UNACOM TOYOTA INNOVA SERVICE CAR YW 3388** in accordance with **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **PREVENTIVE MAINTENANCE OF UNACOM SERVICE CAR YW 3388** has an Approved Budget for the Contract of **Eighty-Five Thousand Pesos (Php 85,000.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Technical Specification:

Gasoline Engine Change Oil:

- a. Gasket
- b. Oil filter
- c. Gasoline engine flush
- d. Gas injector cleaner
- e. Oil 5w-30
- f. Octane boost
- g. Spark plug replace

Brake Cleaning and Maintenance:

- a. Brake cleaner
- b. Grease 15oz
- c. Silicon spray 10oz
- d. Stop squeal bottle
- e. Brake lube service

Wheel Tires Replacement with Balancing and installation

- a. 4 pieces - Tire replacement 205/65 r15 94s
- b. 4 pieces - Tire mounting and balancing
- c. Wheel alignment
- d. Nitrogen tire inflation

Interior Check-up and Engine bay maintenance

- a. Engine treatment
- b. Fresh interior sanitizer
- c. Engine bay cleaner

Aircon Maintenance procedure

- a. Sanitize and Disinfect
- b. Foul odor elimination

Service Provider must be located within Metro Manila only and must be a Certified Toyota Service Center.

Quotation:

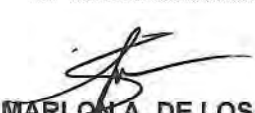
If interested, kindly submit your company Price Quotation Form Annex A, duly signed by your company-authorized representative not later than **9:00 AM of 11 March 2024** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303**
4. **Omnibus Sworn Statement;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 8831-8873

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

PRICE QUOTATION FORM

Date: _____

Bids and Awards Committee

UNESCO National Commission of the Philippines
Ground Floor, Department of Foreign Affairs Bldg.
2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

ITEM DESCRIPTION: PREVENTIVE MAINTENANCE OF UNACOM TOYOTA INNOVA SERVICE CAR YW 3388				
QTY	UOM	SPECIFICATION		TOTAL
1	UNIT	Gasoline Engine Change Oil: a. Gasket b. Oil filter c. Gasoline engine flush d. Gas injector cleaner e. Oil 5w-30 f. Octane boost g. Spark plug replace Brake Cleaning and Maintenance: a. Brake cleaner b. Grease 15oz c. Silicon spray 10oz d. Stop squeal bottle e. Brake lube service Wheel Tires Replacement with Balancing and installation a. 4 pieces - Tire replacement 205/65 r15 94s b. 4 pieces - Tire mounting and balancing c. Wheel alignment d. Nitrogen tire inflation Interior Check-up and Engine bay maintenance a. Engine treatment b. Fresh interior sanitizer c. Engine bay cleaner Aircon Maintenance procedure a. Sanitize and Disinfect		

		b. Foul odor elimination	
		<u>Service Provider must be located within Metro Manila only and must be a Certified Toyota Service Center.</u>	

TOTAL AMOUNT: _____

Total Amount in words: _____

The above-quoted price is inclusive of all costs and applicable taxes.

Sincerely yours,

Printed Name over Signature/ Designation

Company name

Landline number: _____ Mobile number: _____

REQUEST FOR QUOTATION

Date: **08 April 2024**

RFQ No.: **2024-015**

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **SUPPLY AND DELIVERY OF ONE (1) LOT- SHOPPING/TOTE BAGS** in accordance with **Shopping 53.0 Negotiated Procurement (Small Value Procurement)** of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The procurement of the said **SUPPLY AND DELIVERY OF ONE (1) LOT-SHOPPING/TOTE BAGS** has an Approved Budget for the Contract amounting to **Forty-Three Thousand Two Hundred Pesos (Php 43,200.00) only**.

Please quote your best offer subject to the Terms and Conditions provided in this Request for Quotation (RFQ).

Specifications:

BAG TYPE: Shopping bag with front & back flat pocket continuous handle strap & lining

MATERIAL: Canvass 606 with Geena lining, Off-white color

SIZE: [Length] 16.0 inches x [Thickness] 2.0 inches x [Height] 12.5 inches

POCKET: with inside pocket and outside front pocket

LOGO: Four (4) logos, one color (Black), Silkscreen printing (logos to be provided)

QUANTITY: 120 pieces

SAMPLE PICTURE:



DELIVERY: Complete delivery must be 3:00PM of 19 April 2023

Quotation:

If interested, kindly submit your company Price Quotation Form Annex A, duly signed by your company-authorized representative not later than **15 April 2024** and may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact the undersigned.

Requirements:

A copy of each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

1. **Mayor's Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR 2303;**



MR. MARLON A. DE LOS SANTOS

Administrative Officer I

Ground Floor, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City

Tel No.: 63 2 8834-3447; Facsimile No. +63 2 8831-8873

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph

Terms and Conditions:

1. All entries must be legibly written.
2. Quotations exceeding the approved ABC shall be automatically disqualified.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of quotation.
4. Total price quotation shall be inclusive of taxes.
5. The UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
6. The price offered shall not be subject to any increase for whatsoever reason including in cases of devaluation/inflation during the entire duration of the delivery.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee and submission of official receipt or Sales Invoice, if any, shall be chargeable to the contractor's account.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The UNACOM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

9Feb2023

PRICE QUOTATION FORM

Date: _____

Bids and Awards Committee

UNESCO National Commission of the Philippines
Ground Floor, Department of Foreign Affairs Bldg.
2330 Roxas Blvd., Pasay City

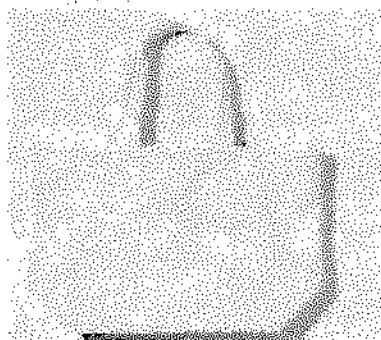
Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation as follows:

Item No.	QTY UOM		ITEM	SPECIFICATION	Unit Price	Total Price
	1	Lot	SUPPLY AND DELIVERY OF ONE (1) LOT-SHOPPING/ TOTE BAGS	<p>BAG TYPE: <u>Shopping bag with front & back flat pocket continuous handle strap & lining</u></p> <p>MATERIAL: Canvass 606 with Geena lining, Off-white color</p> <p>SIZE: [Length] 16.0 inches x [Thickness] 2.0 inches x [Height] 12.5 inches</p> <p>POCKET: with inside pocket and outside front pocket</p> <p>LOGO: Four (4) logos, one Color (black), Silkscreen printing (logos to be provided)</p> <p>QUANTITY: 120 pieces</p>		
TOTAL (inclusive of VAT)						

Amount in words: _____

SAMPLE ILLUSTRATION:



The above-quoted quotation is inclusive of all costs and applicable taxes.

Sincerely yours,

Printed Name over Signature/ Designation
(Authorized Representative)

Company name

Landline Number: _____ Mobile Number: _____



Building peace in the hearts and minds of men and women since 1951

REQUEST FOR QUOTATION

Date: 13 May 2024
RFQ No.: 2024-018

Dear Sir / Madam:

The **UNESCO National Commission of the Philippines (UNACOM)**, through its **Bids and Awards Committee (BAC)**, intends to procure **FOUR (4) LICENSES- ZOOM VIDEO CONFERENCING APPLICATION** in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)**, of 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184, with the following technical specifications:

Specifications:

ZOOM Video Conference application

- Number of License: 4 Licenses
- Professional Plan
- Supports 100 participants per host meeting
- Social Media Streaming
- At least 1GB cloud recording per license
- One (1) year subscription from the date of purchase
- 24/7 technical support

Terms and Conditions:

1. All entries must be legibly written.
2. The Approved Budget of the Contract (ABC) is **PHP 50, 000.00.**
3. Quotations/Proposals exceeding the approved ABC shall be automatically disqualified.
4. Price Quotations shall include taxes, duties and/or levies payables.
5. The price offered shall not be subject to any increase for any reason, including cases of devaluation or inflation, throughout the entire duration of the delivery.
6. Bidders shall comply with the Technical Specifications/Terms of Reference.
7. Deadline of submission is on **16 May 2024, 09:00 AM.**
8. The contract shall be awarded to the lowest calculated responsive quotation that meets the requirements and other terms and conditions stated herein.
9. UNACOM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and

regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period will be imposed per day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, UNACOM reserves the right to rescind the contract, without prejudice to other available courses of action and remedies. Payment will be made promptly, but no later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after the submission of the billing statement/invoice and fulfillment of other contractual obligations. Payment will be made upon inspection and acceptance of the goods/services by the end.
12. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services by the end user.

Please quote your best offer using the attached Price Quotation Form, Annex "A", and submit the duly signed quotation subject to the terms and conditions provided.

For Inquiries/clarifications, please contact the undersigned.


MR. MARLON A. DE LOS SANTOS

BAC Secretariat

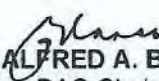
Tel No.: 8834-3447

Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph


Bidder's Requirements:


A copy of the each of the following is required to be submitted **prior to award** as stated in Annex H, Appendix A of RA 9184's Implementing Rules and Regulations.

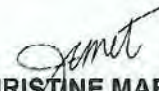
1. Mayor's Business Permit
2. PhilGEPS Registration Number
3. BIR 2023


GAY ALFRED A. BLANCO
BAC Chair


LAURENCE WILFRED T. DUMADAG
BAC Vice-Chair


MICHELLE A. DULAY
BAC Member


KRISTINE RAI B. GARCIA
BAC Member


JOIE CHRISTINE MARIE T. PANTE
BAC Provisional Member

PRICE QUOTATION FORM

Date: _____

Bids and Awards Committee

UNESCO National Commission of the Philippines
Ground Floor, Department of Foreign Affairs Bldg.
2330 Roxas Blvd., Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation as follows:

Description: <u>Zoom Video Conferencing Application</u>					
Qty	UOM	Item	Specification	Unit price	Total price
4	license	<u>ZOOM Video Conferencing Application</u>	<ul style="list-style-type: none"> - Professional Plan - Supports 100 participants per host meeting - Social Media Streaming - At least 1GB cloud recording per license - One (1) year subscription from the date of purchase - 24/7 technical support 		
				TOTAL	

Amount in words: _____

The above-quoted price is inclusive of all costs and applicable taxes.

Delivery within Two (2) days upon receipt of the Notice to Proceed.

Sincerely yours,

Printed name over signature/designation

Company name

Landline Number: _____ Mobile Number: _____