



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

REQUEST FOR QUOTATION

RFQ No. 2017-04-005

April 11, 2017

Name of Company: _____

Address: _____

Name of Hotel/Establishment : _____

Address : _____

Business Permit No. _____

TIN: _____

PhilGEPS Registration No. (required): _____

Sir/Madam:

The National Commission on Muslim Filipinos (NCMF), through its Bids and Awards Committee (BAC), intends to rent a van for the herein stated activity:

Dates	Description	ABC
April 26-29, 2017	2 Van rental bound to Los Banos, Laguna Pick up on April 26, 2017, 8:am Drop off OnApril 29 – 5pm	P 20,000.00

The lease of venue, including accommodations and meals and the lease of room with breakfast and meals will be undertaken in accordance with **Section 53.9** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184


As such, lessors of know qualifications are invited to submit their quotation/s proposal/s duly signed by you or your duly authorized representative not later than the **DEADLINE** on April 17, 2017, subject to the Terms and Conditions provided at the last page of this RFQ.

Award of contract shall be made after evaluation. Prospective lessors may will be chosen and the lowest calculated and responsive offer will be selected. A copy of your Mayor's/Business Permit is also required to be submitted along with your quotation/proposal.

Open quotations may be submitted, manually or through facsimile no. (02) 952-4875 or email at ncmf.bac2016@gmail.com

The NCMF reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The NCMF assumes no responsibility whatsoever to compensate or indemnify Bidders for any/expenses incurred in the preparation of their Quotation/Bid.


TAHIR S. LIDASAN JR., CESO II
Chairman, BAC **17.472**

INSTRUCTIONS

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s as follows:

TECHNICAL SPECIFICATIONS	REMARKS
1. Title of Seminar/Training: 2017 NCMF GAD STRATEGIC PLANNING WORKSHOP SEMINAR	
2. Location – within Laguna	
3. Duration of Seminar venue: April 26-29, 2017 April 26 – pick up at Commonwealth Avenue, Quezon City at 8am bound to Los Banos, Laguna April 29 – pick up at 5pm at Los Banos, Laguna Drop off to Commonwealth Avenue, Quezon City	
4. No. of Passengers : 30 pax	
5. Rental of 2 Vans transporting 30 passengers from NCMF office at 70 Jocfer Bldg., Commonwealth Avenue, Quezon City on April 26, 2017 at 8am to Los Banos, Laguna and pick up on April 29, 2017 at 5pm and drop off at NCMF Office.	

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after submission of Billing and User Acceptance of the products. Bank Transfer fee shall be charged against the creditor's account. A Certification of the Availability of Funds shall be issued to the lowest calculated offer.

Payment Details:

Banking Institution: _____

Account Number : _____

Account Name : _____

Branch: _____

FINANCIAL OFFER:

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotations, and does not reflect the guaranteed price. The final number of participants shall be confirmed at least five (3) days prior to the scheduled function date, which shall be the basis for the contract price.

GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
4. PhilGEPS Registration Certificate, Mayor's/Business Permit and Income/Business Tax Return shall be attached upon submission of the Quotation.
5. All quotations shall be considered as fixed prices and not subject to price escalation during the contract implementation.
6. Payment shall be prepared upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

