



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

**REQUEST FOR QUOTATION**

RFQ No. 2017-03-003  
March 31, 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 Catering Services for the herein stated activity:

	<b>Dates</b>	<b>Description</b>	<b>ABC</b>
Lot 1	April 6, 2017	Catering services for 150 pax (opening ceremony)	P 30,000.00
Lot 2	April 8, 2017 to May 20, 2017 (36 lecture days)	Catering services for 2 lecturers and 8 members of Secretariat (during lecture days)	P86,400.00
		<b>TOTAL</b>	<b>P116,400.00</b>

The lease of venue, including accommodations and meals and the lease of room with breakfast and meals will be undertaken in accordance with **Section 53.10** 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 4, 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](mailto: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 17.426

**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: LOT 1 – Catering for the Opening Ceremony of the 15 <sup>th</sup> Shairah Training Seminar (April 6, 2017) LOT 2 – Catering for the daily meals of the 100 participants and one (1) lectures	
2. Location – Deliver at Mary the Queen College of Quezon City, Commonwealth Avenue, Quezon City	
3. Duration of Catering Services: Lot 1 – 150 pax (Buffet Dinner)  Lot 2 – a. For lecturer – AM and PM Snacks and Lunch b. For participants – AM and PM Snacks	
4. No. of Participants: Lot 1 – 150 pax Lot 2 – 100 pax	
5. Catering Services Lot 1 : Buffet Dinner (150 pax) - Main course, at least 3 variants * ( <b>NO PORK-MUSLIM FOOD</b> ) - Rice* - Dessert* - Drinks (juice or ice tea) Lot 2 : Lunch for the Lecturer - Main course, at least 2 variants* ( <b>NO PORK-MUSLIM FOOD</b> ) - Rice - Dessert - Drinks (juice or ice tea)  For the participants (AM and PM) - Coffee and Biscuits	
6. Schedule of Deliveries: Lot 1 – April 6, 2016, 2:00 PM  Lot 2 – Daily from April 8 to May 20, 2017 (36 lecture days)	

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.