



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

REQUEST FOR QUOTATION

RFQ No. 2017-03-004
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 Lease Venue of Room within Laguna for the herein stated activity:

Dates	Description	ABC
April 26-29, 2017	Lease of Venue with Meals for the NCMF GAD Workshop Seminar	P 180,000.00

The lease of venue, including accommodations and meals and the lease of room with breakfast and meals will be undertaken in accordance with **Section 53.10** 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 7, 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 17-421

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 Los Baños, Laguna	
3. Duration of Seminar venue and rooms : April 26, 2017 - April 26 – check in of (30) participants of NCMF GADFPS - April 27 – day of seminar - April 28 – day of seminar - April 29 – check-out of all participants	
4. No. of Participants : 30 live-in	
5. Room accommodation/Arrangement: separate beds <u>inclusive of complimentary breakfast</u> from April 26-29, 2016 April 26-29 – Laresio Hillside good for 30 participants	
6. Physical Arrangement of Function Room: Classroom Type	
7. Catering Services (Meals during seminar and live-in) Location must be inside the Function Room and/or outside of but near the Function Room April 26 – dinner (for 30 pax) upon arrival with drinks and dessert April 27 - breakfast, AM snacks, lunch, PM snacks and dinner -30 pax for live-in participants April 28 - breakfast, AM snacks, lunch, PM snacks and dinner -30 pax for live-in participants April 29 - breakfast, AM snacks, lunch, PM snacks and dinner -30 pax for live-in participants Buffet Lunch and Dinner consisting of: - Soup/Salad* - Main course, at least 2 variants * (NO PORK-MUSLIM FOOD) - Vegetable - Rice* - Dessert* - Drinks (at least one round of iced tea/juice for every meal and every snacks)* - Provision of free flowing coffee during seminar day(April 28)	
8. Venue (structure and conditions) - The foundation is made of concrete and structural steel materials or combination of both	
9. Functionality of Function Room -Available one (1) Function Room on the training date (April 28) from 7:00am to 5:00 pm -The room shall not obstruct the view of the participants towards the stage and projector screen/s	
10. Amenities - Secretariat's table and chairs - At least 3 microphone units - Projector Screen - Table for LCD Projector - Sound System - Philippine Flag and Pole - Pads and pencils - Free and Steady W-Fi connection - Waived electricity charges for use of projector	

- Area should accommodate 50 participants	
11. Facilities	
- Continuous water supply and accessible comfort rooms	
- Compliance with the standard provided by the Building Code of the Philippines*	
- At least one (1) operational Elevator (24/7) for 3 storey building or higher*	
- Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*	
- Available telephone and/or internet connection within the premises of the building	
12. Other Requirements	
- Provision of technical, janitorial and maintenance services	
- Ambience promotes learning	
- Adequate security service (24/7)	

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 (5) days prior to the scheduled function date, which shall be the basis for the contract price.

Room Accommodation: Single Room Twin Sharing (Separate Bed) Double size bed Triple Sharing (separate bed or 1 double and single)	
Meals: AM / PM Snacks Buffet Lunch Plated Dinner	

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.