



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

**REQUEST FOR QUOTATION**

**Authority: Sec. 53.10**  
(NP-Lease of Venue)  
**End-User: Commissioners**  
**RFQ No. 2017-056**  
Date: October 19, 2017

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the following General conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than October 20, 2017 (12:00 noon) by e-mail, fax, or personal delivery.

  
**LAMAN M. PIANG, CESO-IV**  
BAC Chairman 

Terms and Conditions:

1. Only suppliers registered at the PhilGEPS shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly and without alterations. If there is any same shall be initialed by authorized personnel. Failure to use this form will result to disqualification of your bid.
3. Delivery period within 3 days from receipt of the P.O.
4. Late submission of quotation shall not be accepted.
5. Price validity shall be for a period of thirty (30) calendar days.
6. The Lowest Bidder shall be informed immediately and shall be asked to submit additional requirements within three (3) days or less after the TWG evaluation.
7. Award of contract shall be made to lowest quotation, and complies with the specifications and other terms and conditions stated in the RFQ.
8. The NCMF reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
9. Terms of payment shall be made through check payable to the supplier.
10. All quotations should be **inclusive** of VAT.

Item No.	ITEM & DESCRIPTION	UNIT	QTY	Budget Allocation	Price Quotation
	<b>LOCATION: WITHIN DAVAO CITY</b>	<b>PAX</b>	<b>25</b>	<b>P100,000.00</b>	
	Accommodation (DOUBLE SHARING) for the conduct of Commission En Banc Special Meeting on October 24-26, 2017				

	<b><u>MEALS</u></b> <b><u>(NO PORK/MUSLIM FOOD)</u></b> <u>October 24 (arrival/orientation)</u> Buffet Lunch PM Snacks Dinner				
	<u>October 25 (activity date)</u> Breakfast AM and PM Snacks Dinner				
	<u>October 26 (last day/departure)</u> Breakfast				
<p>Amenities:</p> <ul style="list-style-type: none"> <li>-free use of air conditioned venue that can accommodate 24 pax</li> <li>-free use of sound system</li> <li>-free strong and dedicated WIFI access</li> <li>-free flowing coffee/water</li> <li>-free use of microphones (at least 2-3)</li> <li>-free use of wide screen and table for projector/presentation</li> </ul> <p>-free backdrop</p> <ul style="list-style-type: none"> <li>-With Philippine Flag and Pole</li> <li>-Secretariat's able and chairs</li> <li>-Waived electricity charges for use of projector</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>-With continuous water supply and accessible comfort rooms</li> <li>-Compliance with the standard provided by the Building Code of the Philippines</li> <li>-At least one (1) operational Elevator (24/7) for 3- storey building or higher</li> <li>-Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler</li> <li>-Available telephone and/or internet connection within the premises of the building</li> <li>-Provision of technical, janitorial and maintenance services</li> <li>-Ambiance promotes learning</li> <li>-Adequate security service (24/7)</li> </ul>					

After having carefully read and accepted your General Conditions. I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Company Name/Signature over Printed Name of Authorized Representatives

\_\_\_\_\_  
Telephone/Cell No./E-mail address

\_\_\_\_\_  
Date:

