




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

REQUEST FOR QUOTATION

Authority: Sec. 53.10
(NP-Lease of Venue)
RFQ No. 2017-061
Date: November 6, 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 November 8, 2017 (12:00 noon) by e-mail, fax, or personal delivery.


LAMAN M. PIANG, CESO IV
Director and 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 eligibly 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 15 days from receipt of the P.O.
4. Suppliers must also submit copies of their Mayor's Permit and Tax Registration if not yet a PhilGEPS Platinum Certification/Registration.
5. Late submission of quotation shall not be accepted.
6. Price validity shall be for a period of thirty (30) calendar days.
7. 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.
8. Award of contract shall be made to lowest quotation, and complies with the specifications and other terms and conditions stated in the RFQ.
9. 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.
10. Terms of payment shall be made through check payable to the supplier.
11. All quotations should be **inclusive** of VAT.

Item No.	ITEM & DESCRIPTION	UNIT	QTY	Budget Allocation	Price Quotation
1	Room Accommodation with meals – live in seminar (Details below)	pax	50	P 300,000.00	

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 Representative

Telephone/Cell Bo./e-mail address/ Date

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: Seminar-Orientation on R.A 9184	
2. Location – Within Baguio City	
3. Duration of Seminar venue and rooms :November 22-25, 2017 WITH COMPLIMENTARY BREAKFAST - November 22 – check in of 50 participants including resource speakers/facilitator and secretariat- (PM SNACKS AND DINNER) - November 23-24 – days of seminar (AM AND PM SNACKS, BUFFET LUNCH AND BUFFET DINNER) - November 25 – Departure	
4. No. of Participants : 50 live-in participants	
5. Room accommodation/Arrangement: separate beds <u>inclusive of complimentary breakfast</u> from November 22-25 2017 Single Room – 2 rooms sing bed each (OIC and Resource Person) Double (2 separate beds) 10 rooms Deluxe Quadruple (3 separate beds-for men) 4 rooms (2 double beds for women) 4 rooms	
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 Nov 22 – pm snacks and Dinner (buffet) – 50 pax Nov 23-24 -50 pax for live-in participants Breakfast Buffet AM snacks plate- PM snacks plate-in Lunch Buffet – Dinner Buffet Nov 25 – Breakfast Buffet Buffet Lunch and Dinner consisting of: - Soup/Salad* - Main course, at least 2 variants * (NO PORK-MUSLIM FOOD) - 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	
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 (Nov 23-24-, 2017) 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	

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<ul style="list-style-type: none"> - Free and Steady W-Fi connection - Waived electricity charges for use of projector - Area should accommodate 32 participants 	
11. Facilities <ul style="list-style-type: none"> - Continuous water supply and accessible comfort rooms 	
<ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - 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: _____

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