



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

**REQUEST FOR QUOTATION**

**Authority: Sec. 53.9**  
 (NP-Lease of Venue)  
**End-User: NCMF-BMEA**  
**RFQ No. 2017-065**  
 Date: November 9, 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 14, 2017 (12:00 noon) by e-mail at [ncmf.bac2016@gmail.com](mailto:ncmf.bac2016@gmail.com), fax at (02) 952-4875, 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.

TECHNICAL SPECIFICATIONS	REMARKS
1. Title of Seminar/Training: <b>NCMF-BMEA HPMU Phase 2: Technical Writing on Halal Module Compilation.</b>	
2. Location – Within <b>Antipolo City</b>	
3. <b>Approved Budget for the Contract (ABC) - P127,500.00</b> Room Accommodation with meals (30 pax) Function Room and Meals of 30 participants -	
4. Duration of Seminar venue and rooms : November 27-30, 2017 November 27 – check in of 30 participants - November 28 – day 1 of Seminar - November 29 – day 2 of Seminar - November 30 - check-out of 30 participants	
5. No. of Participants : 30 live-in	
6. Room accommodation/Arrangement: separate beds <u>inclusive of complimentary breakfast</u> from November 27-30, 2017 and <u>AM Snacks and Lunch</u> on the 30 <sup>th</sup> November 2017. - <b>Quadruple Set Up</b>	
7. Physical Arrangement of Function Room: classroom type	
8. Catering Services (Meals during seminar and live-in) Location must be inside the Function Room and/or outside of but near the Function Room November 27 – PM Snacks and Dinner November 28 – Breakfast, AM snacks, Buffet Lunch, PM Snacks And Dinner November 29 - Breakfast, AM snacks, Buffet Lunch, PM Snacks And Dinner	

<p>-November 30 - Breakfast, AM Snacks and Lunch          Buffet Lunch and Dinner consisting of:</p> <ul style="list-style-type: none"> <li>- Soup/Salad*</li> <li>- Main course, at least 2 variants * <b>(NO PORK-MUSLIM FOOD)</b></li> <li>- Rice*</li> <li>- Dessert*</li> <li>- Drinks (at least one round of iced tea/juice for every meal and every snacks)*</li> <li>- Provision of free flowing coffee during seminar day (November 28-29, 2017)</li> </ul>	
<p>9. Venue (structure and conditions)</p> <ul style="list-style-type: none"> <li>- The foundation is made of concrete and structural steel materials or combination of both</li> </ul>	
<p>10. Functionality of Function Room</p> <ul style="list-style-type: none"> <li>-Available one (1) Function Room on the training date (November 28-29, 2017) from 7:00am to 6:00 pm</li> <li>-The room shall not obstruct the view of the participants towards the stage and projector screen/s</li> </ul>	
<p>11. Amenities</p> <ul style="list-style-type: none"> <li>- Secretariat's table and chairs</li> <li>- At least 3 microphone units</li> <li>- Projector Screen</li> <li>- Free use of LCD Projector</li> <li>- Table for LCD Projector</li> <li>- Sound System</li> <li>- Philippine Flag and Pole</li> <li>- Pads and pencils</li> <li>- Free and Steady W-Fi connection</li> <li>- Waived electricity charges for use of projector</li> <li>- Area should accommodate 80 participants</li> </ul>	
<p>12. Facilities</p> <ul style="list-style-type: none"> <li>- Continuous water supply and accessible comfort rooms</li> </ul>	
<ul style="list-style-type: none"> <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> </ul>	
<p>13. Other Requirements</p> <ul style="list-style-type: none"> <li>- Provision of technical, janitorial and maintenance services</li> <li>- Ambience 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: