



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**  
Bids and Awards Committee

**REQUEST FOR QUOTATION**

RFQ No. **2017-07-42**

July 19, 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 with meals within Cagayan De Oro City** for the herein stated activity:

| Date          | Description                                                 | ABC          |
|---------------|-------------------------------------------------------------|--------------|
| July 24, 2017 | Lease of Venue with Meals for the Regional Seminar/Training | P 320,000.00 |

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, contractors/suppliers of known 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 **July 24, 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 17.990**  
Chairman, BAC

**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: <b>Training on Mental health and Psychosocial Support Service (MHPSS) for Muslim Filipinos</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |
| 2. Location – Within <b>Cagayan de Oro</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |
| 3. Duration of Seminar venue and rooms : <b>August 6-11, 2017</b><br><ul style="list-style-type: none"> <li>- August 6 – check in of (32) participants including resource speakers/facilitator and secretariat</li> <li>- August 7 – day 1 of seminar</li> <li>- August 8 – day 2 of seminar</li> <li>- August 9 – day 3 of seminar</li> <li>- August 10 – day 4 of seminar</li> <li>- August 11 – check-out of 32 participants including secretariat and resource speakers/facilitator</li> </ul>                                                                                                                                                                                                                                                                                                                          |         |
| 4. No. of Participants : <b>32 live-in participants</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |
| 5. Room accommodation/Arrangement: separate beds <u>inclusive of complimentary breakfast</u> from August 6- 11, 2017<br><ul style="list-style-type: none"> <li>- August 6 to August 11 – 4 twin sharing double sized separate bed</li> <li>- 4 rooms (single beds for two)</li> <li>- 3 triple sharing (1 double sized/1 single sized bed)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |
| 6. Physical Arrangement of Function Room: <b>Classroom Type</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |
| 7. Catering Services (Meals during seminar and live-in)<br>Location must be inside the Function Room and/or outside of but near the Function Room<br>August 6 – dinner (for 32 pax) with drinks and dessert<br>August 7 to August 10 -32 pax for live-in participants<br>Breakfast Buffet<br>AM snacks plate-in (32 pax)<br>PM snacks plate-in (32 pax)<br>Lunch Buffet – (32 pax)<br>Dinner (32 pax)<br>August 11 – Breakfast Buffet<br>Buffet Lunch and Dinner consisting of:<br><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</li> </ul> |         |
| 8. Venue (structure and conditions)<br><ul style="list-style-type: none"> <li>- The foundation is made of concrete and structural steel materials or combination of both</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |
| 9. Functionality of Function Room<br>-Available one (1) Function Room on the training date (August 7-10, 2017) from 7:00am to 5:00 pm<br>-The room shall not obstruct the view of the participants towards the stage and projector screen/s                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |
| 10. Amenities<br><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>- Table for LCD Projector</li> <li>- Sound System</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |



|                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <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 32 participants</li> </ul>                                                                                                                                                            |  |
| <p>11. 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>12. 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>                                                                                                                                                                                              |  |

**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.

|                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Room Accommodation:</b></p> <ul style="list-style-type: none"> <li>Single Room</li> <li>Twin Sharing (Separate Bed)</li> <li>Double size bed</li> <li>Triple Sharing (separate bed or 1 double and single)</li> </ul> |
| <p><b>Meals:</b> AM / PM Snacks</p> <ul style="list-style-type: none"> <li>Buffet Lunch</li> <li>Plated Dinner</li> </ul>                                                                                                   |

**GENERAL CONDITIONS**

All quotations must be typewritten in the company's letterhead.

1. Quotations exceeding the Approved Budget for the Contract shall be rejected.
2. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
3. PhilGEPS Registration Certificate/No., Mayor's/Business Permit and Income/Business Tax Return shall be attached upon submission of the Quotation.
4. All quotations shall be considered as fixed prices and not subject to price escalation during the contract implementation.
5. Payment shall be prepared upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

## PRICE QUOTATION FORM

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

The Head, Secretariat  
Bids and Awards Committee  
National Commission on Muslim Filipinos  
2/F Jocfer Building, Commonwealth Avenue  
Diliman, Quezon City

Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations, hereunder are our financial proposal for the items identified below:

| Item No. | Item/s and Description | Qty. | Unit Price | Total Price (VAT Inclusive) |
|----------|------------------------|------|------------|-----------------------------|
|          |                        |      |            |                             |
|          |                        |      |            |                             |
|          |                        |      |            |                             |
|          |                        |      |            |                             |

AMOUNT IN WORDS: \_\_\_\_\_  
\_\_\_\_\_

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within \_\_\_\_\_ calendar days from receipt of Notice to Proceed (NTP).
3. We agree to abide by this Quotation for a period of \_\_\_\_\_ after the dated deadline of submission specified in your RFQ.
4. We understand that payment for item/s delivered will be made to the winning supplier after inspection and acceptance of good(s) delivered.
5. Above-quoted price is inclusive of all costs and applicable taxes.