



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION


(NP-Lease of Venue)

RFQ No. **2017-083**

Date: December 7, 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 **December 12, 2017** by e-mail (ncmf.bac2016@gmail.com) , fax (02) 952-4875), 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 together with Mayor's/Business Permit and Tax Registration.
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 (10) 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 Project: NCMF PHILIPPINE HALAL SUMMIT 2017	
2. ABC : P950,000.00	
3. Location – Within Pasay City nearby MOA and SMX Convention Center (with foreign delegates from Singapore, Sri Lanka, South Africa, Brunei and Maldives)	
4. No. of Participants : Dec. 27, 2017- 50 pax (welcome dinner -7-11pm); Dec. 28, 2017- 150 pax (program proper -8am-5pm); Dec. 28, 2017- 50 pax (gala night dinner-7-11pm).	
5. Room accommodation: 10 rooms Dec 27-29 –Triple Sharing	
6. Physical Arrangement of Function Room: classroom type Plated Lunch and Buffet Dinner on Dec. 28, 2017 consisting of: - Soup/Salad* - Main course, at least 2 variants * (NO PORK-MUSLIM FOOD) - Rice* - Dessert*	

<ul style="list-style-type: none"> - Drinks (at least one round of iced tea/juice for every meal and every snacks)* - Provision of free flowing coffee during TRAINING DAYS 	
<p>7. Venue (structure and conditions)</p> <ul style="list-style-type: none"> - The foundation is made of concrete and structural steel materials or combination of both 	
<p>8. Functionality of Function Room</p> <ul style="list-style-type: none"> -Available one (1) Function Room on the training dates from 7:00am to 11:00 pm -The room shall not obstruct the view of the participants towards the stage and projector screen/s 	
<p>9. Amenities</p> <ul style="list-style-type: none"> - Secretariat's table and chairs - At least 3 microphone units - Projector Screen - Free use of LCD Projector - 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 80 participants 	
<p>10. Facilities</p> <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 	
<p>11. Other Requirements</p> <ul style="list-style-type: none"> - Provision of technical, janitorial and maintenance services - Ambience promotes learning - Adequate security service (24/7) 	

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 No./e-mail address

Date