



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Title of the Project: BMS Strategic Planning cum Team Building		
RFQ No. 2018-001	Date: January 22, 2018	MOP: NP-Lease of Venue
Location: within Batangas City	Deadline: January 25, 2018	End-user: BMS

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 the deadline by e-mail (ncmf.bac2016@gmail.com), fax (02-952-4875), or personal delivery.

ARAMAN S. BELLENG
Director and BAC Chairman

Terms and Conditions:

- Suppliers are required to submit their PhilGEPS Platinum Registration (2-3 pages). PhilGEPS Red Members must also submit copy of their Mayor's/Business Permit and Tax Registration.
- 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.
- Delivery period within FIVE (5) days from receipt of the P.O/Contract.
- Late submission of quotation shall not be accepted.
- Price validity shall be for a period of thirty (30) calendar days.
- Award of contract shall be made to lowest quotation, and complies with the specifications and other terms and conditions stated in the RFQ.
- 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.
- Terms of payment shall be made through check payable to the supplier.
- All quotations should be **inclusive** of VAT.

SPECIFICATIONS	REMARKS
1. No. of Participants : 25 pax LIVE-IN	
2. Room accommodation: FAMILY ROOM and one (1) twin sharing Foods: (with Complimentary Breakfast) (25 pax with AM and PM Snacks, LUNCH and DINNER)	
3. Approved Budget for the Contract : P50,000.00	
4. Physical Arrangement of Function Room: classroom type 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 TRAINING DAYS	
5. Venue (structure and conditions) - The foundation is made of concrete and structural steel materials or combination of both	
6. Functionality of Function Room - Available one (1) Function Room on the training dates from 7:00am to 6:00 pm	

-The room shall not obstruct the view of the participants towards the stage and projector screen/s	
7. Amenities <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 	
8. 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 	
9. Other Requirements <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:

