



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Title of the Project: BMEA Strategic Planning on February 28, 2017			ABC: P90,000.00
RFQ No. 2018-015	Date: February 8, 2018	MOP: NP-Lease of Venue	
Location: within Makati City	Deadline: February 12, 2018	End-user: BMEA	

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.

[Signature]
ARAMAN S. BELLENG
 Director and BAC Chairman

Terms and Conditions:

1. 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.
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 FIVE (5) days from receipt of the P.O/Contract.
4. Late submission of quotation shall not be accepted.
5. Price validity shall be for a period of thirty (30) calendar days.
6. Award of contract shall be made to lowest quotation, and complies with the specifications and other terms and conditions stated in the RFQ.
7. 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.
8. Terms of payment shall be made through check payable to the supplier.
9. All quotations should be **inclusive** of VAT.

SPECIFICATIONS	REMARKS
1. No. of Participants : 45 pax LIVE-IN	
2. Room accommodation: FAMILY ROOM and one (1) twin sharing Foods: (with Complimentary Breakfast) (45 pax with PM Snacks, LUNCH and DINNER)	
3. Approved Budget for the Contract : P90,000.00	
4. Physical Arrangement of Function Room: classroom type	
Buffet Lunch and Dinner consisting of: (HALAL COMPLIANT) - Soup/Salad* - Main course, at least 2 variants * - 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 12 nn to 9 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 <u>45</u> 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 Bo./e-mail address

Date: