



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

<b>Title of the Project: NCMF SPORTFEST/ANNIVERSARY 2018</b>		
<b>RFQ No. 2018-019</b>	Date: February 15, 2018	MOP: NP-Lease of Venue
Location: within Commonwealth, Quezon City	Deadline: February 19, 2018	End-user: <b>GASS</b>

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.

<b>SPECIFICATIONS</b>	<b>REMARKS</b>
1. No. of Participants : 330 pax LIVE-OUT	
2. <b>Function Room only on March 8, 2018, 4:00-8:00 pm</b> 330 guests and employees	
3. <b>Approved Budget for the Contract : P20,000.00</b>	
4. Physical Arrangement of Function Room: - round table by 10's	
5. Venue (structure and conditions) - The foundation is made of concrete and structural steel materials or combination of both	
6. Amenities - 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 - Free and Steady W-Fi connection - Waived electricity charges for use of projector - Area should accommodate 330 guests	

<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>7. 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 Representative

\_\_\_\_\_  
Telephone/Cell Bo./e-mail address

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