



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: 44<sup>th</sup> NATIONAL QUR'AN READING COMPETITION ABC:P490,000.00</b>		
<b>RFQ No. 2018-0024</b>	Date: March 5, 2018	MOP: NP-Lease of Venue (Guests and Foreign Delegates)
Location: within Quezon City	<b>Deadline: March 9, 2018</b>	End-user: BMCA

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. BELENGWA**  
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/Guests : 160 pax	
<b>2. Room accommodation: March 24-26, 2018</b> 56 rooms for 2 nights with complimentary breakfast Welcome Dinner - 160 pax Testimonial Dinner - 160 pax	
<b>3. Approved Budget for the Contract : 490,000.00</b>	
4. Physical Arrangement of Function Room: round table Buffet Lunch and Dinner consisting of: - Soup/Salad* - Main course, at least 2 variants * ( <b>NO PORK-MUSLIM FOOD</b> ) - Rice* - Dessert* - Drinks (at least one round of iced tea/juice for every meal* - Provision of free flowing coffee	
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 from 5:00pm to 10:00 pm -The room shall not obstruct the view of the participants towards the stage and projector screen/s	

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7. Amenities <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>- Free use of LCD Projector</li> <li>- Table for LCD Projector</li> <li>- Sound System</li> <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 180 participants</li> </ul>	
8. Physical Arrangement of the Function Room <ul style="list-style-type: none"> <li>- 18 Round tables with 10 chairs/round table</li> <li>- Centerstage</li> </ul>	
9. Facilities <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>	
10. Other Requirements <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: