



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: BMS Strategic Planning cum Team Building ABC: P50,000.00</b>		
<b>RFQ No. 2018-034</b>	Date: March 20, 2018	MOP: NP-Lease of Venue
Location: within <del>Quezon</del> <i>Batangas</i> City	Deadline: March 23, 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 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.
- 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. <b>Room accommodation:</b> Triple and/or Quadruple Sharing <b>Foods:</b> (25 pax with AM and PM Snacks, Breakfast, Lunch and Dinner)	
3. <b>Approved Budget for the Contract : P50,000.00</b>	
4. Physical Arrangement of Function Room: classroom type	
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 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"> <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 25 participants</li> </ul>	
8. 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>	
9. 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.

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Company Name/Signature over Printed Name of

\_\_\_\_\_  
Authorized Representative

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

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

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