



Republic of the Philippines
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON MUSLIM FILIPINOS
BIDS AND AWARDS COMMITTEE

Request for Quotation

EVENT/PROGRAM:	FORMULATION OF THE NCMF ROADMAP	Date and Venue: July 2-4, 2018 Ortigas Center, Pasig City
RFQ No. 2018-48	Date: June 4, 2018	Mode of Procurement: NP-Lease of Venue
Location: Metro Manila	Deadline: June 12, 2018	End-User: NCMF-PLANNING SERVICE

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 email (ncmf.bac2016@gmail.com), fax (02-9524875), or personal delivery.


DIMAPUNO A. DATU-RAMOS, JR.
 BAC Chairman/BER Director IV

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 alteration 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 Purchase Order/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.
- The terms of payment shall be made through check payable to the supplier.
- All quotations shall be inclusive of VAT.

	SPECIFICATIONS	QUOTATION
1.	RFQ FOR: LEASE OF VENUE with accomodation	
2.	No. of Participants: 50 participants	
3.	Location: Ortigas Center, Pasig City Parking Space: Minimum of 10 slots (free parking space for the guests)	
4.	APPROVED BUDGET FOR THE CONTRACT (ABC): P300,000.00	
5.	Venue: Structural Condition: The foundation is made of concrete and structural steel materials or combination of both* Functionality of Main Function Room: 1. Available one (1) function room on 2-4 July 2018, 7am-9pm; 2. Classroom set-up/U-shape for 50-70 participants; 3. Pillar, if any, should not obstruct the view of the participants towards the stage and projector screen/s; 4. Amenities includes: a. Secretariat's table b. 4-5 microphone units c. Projector screen and table for LCD Projector d. Podium	

	<ul style="list-style-type: none"> e. Philippine flag, and pole f. Pads, pencils, markers, and candies g. Whiteboard and/or flipchart h. Free and steady Wi-Fi connection* i. Waived electricity charges for the use of laptop and projectors* j. audible/operational sound system* 	
6.	<p>Catering Service for the participants:</p> <ul style="list-style-type: none"> -location must be inside the Main Function Room and/or outside of but not near the Main Function Room -NON-PORK (HALAL) meals for at least 50 participants on July 2-4, 2018* composed of following: <ul style="list-style-type: none"> 1. three (3) AM and PM Snacks* 2. three (3) buffet breakfast, three (3) buffet lunch and three (3) buffet dinner* composed of the following: salad/soup, main course (at least 3 variants of meat, fish and vegetables), rice, dessert, drinks (at least one round of iced tea/juice for every meal and every snack) and provision of free freely-flowing coffee* (preferably brewed and tea* 	
7.	<p>ROOM ACCOMODATION:</p> <p>2 -3 TWIN Sharing Rooms (separate beds with comforter) inclusive of free breakfast (44 participants on 1-4 July 2018);</p> <p>Complimentary Rooms: at least two (2) Triple Sharing Rooms (separate beds with comforter) inclusive of free breakfast for 6 participants on 1-4 July 2018 -4days and 3 nights for Secretariat and Project Organizers)</p>	
8.	<p>FACILITIES:</p> <ul style="list-style-type: none"> -continuous water supply & accessible comfort rooms -compliance with the standards provided by the Building Code of the Philippines -at least one (1) operational elevator 24/7 for 3 storey buildings 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 -in-door swimming pool and fitness center -daily make-up room service -adequate security service (24/7) 	
8.	<p>OTHER REQUIREMENTS: Prayer room for male and female</p>	

After having carefully read and accepted the General Condition herewith, I/We quote on the item at prices noted above.

Company Name and PhilGEPS No.

Signature over Printed Name of the Authorized Representative

Telephone/Cellphone No./Email address

Date Accomplished