



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**

**NATIONAL COMMISSION ON MUSLIM FILIPINOS  
BIDS AND AWARDS COMMITTEE**

**Request for Quotation**

PROJECT TITLE: <b>HAJJ POST EVALUATION WORKSHOP</b>		Date: 28 September 2018
<b>RFQ No. 2018-080</b>	Location: Ortigas Center, Pasig City	MOP: NP-Lease of Venue
TIN No.:	Business Permit No.:	End-User: NCMF- BPE

**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 **01 October 2018** by email ([ncmf.bac2016@gmail.com](mailto: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 Clearance Certificate.**
- 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 THREE (3) days from receipt of the Purchase Order/Contract.
- Late submission of quotation shall not be accepted.
- Price validity shall be for a period of sixty (60) 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.
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	SPECIFICATIONS	QUOTATION
1.	RFQ FOR: <b>Lease of Venue with Accommodation</b>	
2.	No. of Participants: <b>60 participants</b>	
3.	Location: <b>Ortigas Center, Pasig City</b>	
4.	APPROVED BUDGET FOR THE CONTRACT (ABC): <b>P360,000.00</b>	

5.	<p><b>Venue:</b></p> <p><b>Structural condition:</b> The function is made of concrete and structural steel materials or combination of both*</p> <p><b>Functionality of Main Function Room:</b></p> <ol style="list-style-type: none"> <li>1. Available one (1) function room on <b>Oct. 04, 2018, 2PM-9PM;</b></li> <li>2. <b>U-shape/Classroom type</b> for 60 participants;</li> <li>3. Pillar, if any, should not obstruct the view of the participants towards the stage and projector screen/s;</li> <li>4. One (1) additional room for break-out sessions on Oct. 5 from 1PM-5PM and on Oct. 6 from 10AM-3PM. The additional room can accommodate 30 participants good for 3 groups or 30 pax;</li> <li>5. Amenities include: <ol style="list-style-type: none"> <li>a. Secretariat's table (outside the function for registration &amp; 1 inside for emcee and assistant facilitators);</li> <li>b. 4 wireless microphone units including the resource person;</li> <li>c. Projector screen and table for LCD projector;</li> <li>d. Podium during opening on Oct. 5 @ 8:00AM and closing on Oct. 6 @ 5:00PM</li> <li>e. Philippine flag and pole;</li> <li>f. Pads, pencils, markers;</li> <li>g. Daily serve candies or nuts;</li> <li>h. Whiteboard and/or flipchart;</li> <li>i. Free, fast and steady Wi-Fi connection*;</li> <li>j. Waived electricity charges for the use of laptop and projectors*</li> <li>k. Audible/operational sound system*</li> </ol> </li> </ol>	
6.	<p><b>Catering Service for the Participants:</b></p> <p>- location must be inside the Main Function Room</p> <p>- NON-PORK (HALAL) meals for at least 60 participants on <b>October 4-7, 2018*</b> composed of the following:</p> <p><b>Oct. 4, 2018</b></p> <ol style="list-style-type: none"> <li>1. Free Buffet Breakfast for 10 pax (Secretariat/Organizers)</li> <li>2. Buffet Lunch, PM Snacks and Buffet Dinner for 60 pax</li> </ol> <p><b>Oct. 5, 2018</b></p> <ol style="list-style-type: none"> <li>1. Buffet breakfast, Lunch and Dinner, AM/PM Snacks for 60 pax</li> </ol> <p><b>Oct. 6, 2018</b></p> <ol style="list-style-type: none"> <li>1. Buffet Breakfast, Lunch and Dinner, Am/PM Snacks for 60 pax</li> <li>2. Free Use of Sing-Along for the Socialization Night</li> <li>3. Cocktails for the Socialization (Drinks, Nuts, Chips)</li> </ol> <p><b>Oct. 7, 2018</b></p> <ol style="list-style-type: none"> <li>1. Buffet Breakfast for 60 pax</li> <li>2. Check-out of all participants</li> </ol> <p>Buffet meals 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-flowing coffee* (preferable brewed and tea*)</p>	
7.	<p><b>Room Accommodation:</b></p> <p><b>Room accommodation for 60 pax from October 4-7, 2018</b> (separate beds with comforter) inclusive of free buffet breakfast at the Restaurant;</p>	
8.	<p><b>Facilities:</b></p> <ul style="list-style-type: none"> <li>- continuous water supply &amp; accessible comfort rooms</li> <li>- compliance with the standards provided by the Building Code of the Philippines</li> <li>- at least one (1) operational elevator 24/7 for 3 storey buildings 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> <li>- swimming pool</li> </ul>	

<ul style="list-style-type: none"><li>- daily make-up room service</li><li>- adequate security service (24/7)</li><li>- free use of fitness center, in-door pool with Jacuzzi and Sauna</li></ul>	
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After having carefully read and accepted your General Conditions. I/We quote you on the item at prices noted above.

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Printed Name and Signature:

\_\_\_\_\_  
Company Name:

\_\_\_\_\_  
PhilGEPS No.:

\_\_\_\_\_  
Contact No.:

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

Canvassed by:

\_\_\_\_\_  
Printed Name and Signature