



Republic of the Philippines

**OFFICE OF THE PRESIDENT**

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

**Request for Quotation**

|   |                       |                        |
|---|-----------------------|------------------------|
| PROJECT TITLE: <b>2018 SEMINAR ORIENTATION ON PHILIPPINE GOVERNMENT PROCUREMENT (R.A. 9184)</b> |                       | Date: 10 October 2018  |
| RFQ No. <b>2018-085</b>   | Location: Quezon City | MOP: NP-Lease of Venue |
| TIN No.:  | Business Permit No.:  | End-User: NCMF- BAC    |

**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 **13 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 Registration Certificate, 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 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>30 participants</b>                |           |
| 3. | Location: <b>Quezon City</b>                               |           |
| 4. | APPROVED BUDGET FOR THE CONTRACT (ABC): <b>P120,000.00</b> |           |

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| 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. <b>U-shape/Classroom type</b> for 30 participants;</li> <li>2. Pillar, if any, should not obstruct the view of the participants towards the stage and projector screen/s;</li> <li>3. 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. 3 wireless microphone units including the resource person;</li> <li>c. Projector screen and table for LCD projector;</li> <li>d. Podium Philippine flag and pole;</li> <li>e. Pads, pencils, markers;</li> <li>f. Daily serve candies or nuts;</li> <li>g. Whiteboard and/or flipchart;</li> <li>h. Free, fast and steady Wi-Fi connection*;</li> <li>i. Waived electricity charges for the use of laptop and projectors*</li> <li>j. Audible/operational sound system*</li> </ol> </li> </ol> |  |
| 6. | <p><b>Catering Service for the Participants:</b></p> <ul style="list-style-type: none"> <li>- location must be inside the Main Function Room</li> <li>- NON-PORK (HALAL) meals for at least 30 participants on <b>October 29-31, 2018*</b> composed of the following:</li> </ul> <p><b>Oct. 29, 2018</b></p> <ol style="list-style-type: none"> <li>1. Buffet Dinner for 30 pax</li> </ol> <p><b>Oct. 30, 2018</b></p> <ol style="list-style-type: none"> <li>1. Buffet Breakfast, Lunch and Dinner, AM/PM Snacks for 30 pax</li> </ol> <p><b>Oct. 31, 2018</b></p> <ol style="list-style-type: none"> <li>1. Buffet Breakfast and Lunch, AM/PM Snacks for 30 pax</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 30 pax from October 29-31, 2018</b><br/>(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> </ul>  |  |

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| <ul style="list-style-type: none"><li>- available telephone and/or internet connection within the premises of the Building</li><li>- swimming pool</li><li>- daily make-up room service</li><li>- adequate security service (24/7)</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.

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

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

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

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

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

Canvassed by:

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