



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
BIDS AND AWARDS COMMITTEE

Request for Quotation

PROJECT TITLE: LEASE OF VENUE FOR NCMF-BMEA AND REGIONAL OFFICE STRATEGIC PLANNING II		Date: 27 November 2018
RFQ No. 2018-099	Location: Makati City	MOP: NP-SVP
TIN No.:	Business Permit No.:	End-User: NCMF- BMEA

Sir/Madam:

Please quote your lowest price on the item/s listed below not later than **30 November 2018**, subject to the following General conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative 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 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 SEVEN (7) 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: LEASE OF VENUE WITH MEALS AND ACCOMMODATION (HALAL COMPLIANT)	
2.	Approved Budget for the Contract: P140,000.00	
3.	Venue: Structural condition: The function is made of concrete and structural steel materials or combination of both* Functionality of Main Function Room: 1. U-shape/Classroom type for 35 participants;	

	<p>2. Pillar, if any, should not obstruct the view of the participants towards the stage and projector screen/s;</p> <p>3. Amenities include:</p> <ol style="list-style-type: none"> a. Secretariat's table (outside the function for registration & 1 inside for emcee and assistant facilitators); b. 3 wireless microphone units including the resource person; c. Projector screen and table for LCD projector; d. Podium Philippine flag and pole; e. Pads, pencils, markers; f. Daily serve candies or nuts; g. Whiteboard and/or flipchart; h. Free, fast and steady Wi-Fi connection*; i. Waived electricity charges for the use of laptop and projectors*; j. Audible/operational sound system* 	
	<p>Catering Service for the Participants:</p> <ul style="list-style-type: none"> - location must be inside the Main Function Room - NON-PORK (HALAL) meals for at least 35 participants on December 10-12, 2018* composed of the following: <p>Dec. 10, 2018</p> <ol style="list-style-type: none"> 1. Buffet Dinner for 35 pax <p>Dec. 11, 2018</p> <ol style="list-style-type: none"> 1. Buffet Breakfast, Lunch and Dinner, AM/PM Snacks for 35 pax <p>Dec. 12, 2018</p> <ol style="list-style-type: none"> 1. Buffet Breakfast for 35 pax <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>	
	<p>Room Accommodation:</p> <p><u>Room accommodation for 35 pax from December 10-12, 2018</u> (separate beds with comforter) inclusive of free buffet breakfast at the Restaurant;</p>	
	<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 - swimming pool - daily make-up room service - adequate security service (24/7) 	

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