

# BIDS AND AWARDS COMMITTEE

## Request for Quotation

PROJECT TITLE: <b>VENUE PACKAGE FOR THE TRAINERS' TRAINING IN STRENGTHENING NATIONAL AND LOCAL RESILIENCE TO RISKS OF VIOLENT EXTREMISM IN THE PHILIPPINES</b>		Date: 28 December 2018
RFQ No. <b>2018-106</b>	Location: Pasig City	MOP: NP-SVP
TIN No.:	Business Permit No.:	End-User: NCMF- BPCR

**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 **31 December 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 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 THIRTY (30) 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>VENUE PACKAGE FOR THE TRAINERS' TRAINING IN STRENGTHENING NATIONAL AND LOCAL RESILIENCE TO RISKS OF VIOLENT EXTREMISM IN THE PHILIPPINES</b>	
2.	NO. OF PARTICIPANTS: <b>80 pax</b>	
3.	LOCATION: <b>Metro Manila</b>	
4.	APPROVED BUDGET OF CONTRACT (ABC): <b>P720,000.00</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. U-shape/Classroom type of 80 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 facilitator);</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 for 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 connections;</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 Services for the Participants:</b></p> <ul style="list-style-type: none"> <li>- Location must be inside the Main Function Room</li> <li>- <b>NON-PORK meal</b> for at least 80 participants on 06-09 January 2019 composed of the following:  <b>06 January 2019: Buffet dinner for 80 pax</b>  <b>07-08 January 2019: Buffet breakfast, lunch and dinner, AM/PM Snacks for 80 pax</b>  <b>09 January 2019: Buffet breakfast for 80 pax</b></li> </ul> <p>Buffet meals composed of the following: salad/soup, main course (at least 3 variants of meat, fish and vegetables), rice, desserts, 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><u>Room accommodation for 80 pax from 06-09 January 2019</u></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> <li>- Daily make-up room service</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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Printed Name and Signature:

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Company Name:

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PhilGEPS No.:

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Contact No.:

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Date Accomplished:

Canvassed by:

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Printed Name and Signature