



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

**Request for Quotation**

PROJECT TITLE: <b>LEASE OF VENUE FOR PLANNING SERVICE TEAM BUILDING</b>		Date: 22 January 2019
RFQ No. 2019-001	Location: Rizal	MOP: NP-Lease of Venue
TIN No.:	Business Permit No.:	End-User: NCMF- Planning Service

**Sir/Madam:**

Please quote your lowest price on the item/s listed below not later than **25 January 2019**, 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](mailto:ncmf.bac2016@gmail.com)), fax (02-9524875), or personal delivery.

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

Terms and Conditions:

1. Suppliers are required to submit their **PhilGEPS Registration Certificate, Mayor's/Business Permit and Tax Registration.**
2. 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.
3. Delivery period within SEVEN (7) days from receipt of the Purchase Order/Contract.
4. Late submission of quotation shall not be accepted.
5. Price validity shall be for a period of sixty (60) calendar days.
6. Award of Contract shall be made to lowest quotation, and complies with the specifications and other terms and conditions stated in the RFQ.
7. 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.
8. The terms of payment shall be made through check payable to the supplier.
9. All quotations shall be inclusive of VAT.
- 10.

	<b>SPECIFICATIONS</b>	<b>QUOTATION</b>
1.	RFQ FOR: <b>LEASE OF VENUE WITH MEALS AND ACCOMMODATION</b>	
2.	No. of Participants: <b>20 Pax</b>	
3.	Location: <b>Within Rizal Province</b>	
4.	Approved Budget for the Contract: <b>P120,000.00</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 06-09 February 2019</li> <li>2. <b>U-shape</b> for 20 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. 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 20 participants on <b>06-09 February 2019*</b> composed of the following:</li> </ul> <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>10 Bedrooms (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> <li>- free use of Fitness Center, In-door pool with Jacuzzi and Sauna (Provisional)</li> </ul>	

9.	<b>OTHER REQUIREMENTS:</b> Separate prayer room for 40 males and 10 females	
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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