



Republic of the Philippines
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON MUSLIM FILIPINOS
BIDS AND AWARDS COMMITTEE

Request for Quotation

PROJECT TITLE: VENUE AND CATERING FOR THE 9TH NCMF ANNIVERSARY		Date: 13 February 2019
RFQ No. 2019-017	Location: Quezon City	MOP: NP-SVP
TIN No.:	Business Permit No.:	End-User: Administrative Service

Sir/Madam:

Please quote your lowest price on the item/s listed below not later than **17 February 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), 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: VENUE AND CATERING FOR THE 9TH NCMF ANNIVERSARY	
2.	No. of Participants: 330 Pax	
3.	Location: Quezon City	
4.	Approved Budget for the Contract: P264,000.00	
5.	Venue: Structural condition: The venue is spacious and made of concrete and structural steel materials or combination of both	

	<p>Functionality of Main Function Room:</p> <ol style="list-style-type: none"> 1. Available one (1) function room on 07 March 2019 for 330 participants; 2. Two long tables for the VIP's and 30 round tables for the other participants 3. Pillar, if any, should not obstruct the view of the participants towards the stage and projector screen/s; 4. Amenities include: <ol style="list-style-type: none"> a. Secretariat's table (outside the function for registration) b. 3 wireless microphone units c. Projector screen and table for LCD projector d. Podium, Philippine flag and pole e. Audible/operational sound system <p>Catering Service for the Participants:</p> <p>- location must be inside the Main Function Room - NON-PORK (HALAL) meals for at least 330 participants on 07 March 2019* composed of the following:</p> <p>Buffet meals composed of the following: salad/soup, main course (at least 3 variants of meat, fish and vegetables), rice, dessert , drinks)</p>	
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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