



Republic of the Philippines

OFFICE OF THE PRESIDENT

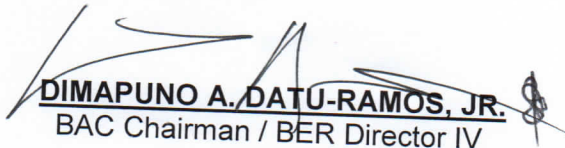
**NATIONAL COMMISSION ON MUSLIM FILIPINOS
BIDS AND AWARDS COMMITTEE**

Request for Quotation

PROJECT TITLE: VENUE PACKAGE FOR PROGRAM REVIEW AND ASSESSMENT TRAINING ON 23-24 APRIL 2019		Date: 11 April 2019
RFQ No. 2019-050	Location: Metro Manila	MOP: Lease of Venue
TIN No.:	Business Permit No.:	End-User: Planning Service

Sir/Madam:

Please quote your lowest price on the item/s listed below not later than **14 April 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) 952 4875, 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 legibly 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 PACKAGE FOR PROGRAM REVIEW AND ASSESSMENT TRAINING ON 23-24 APRIL 2019	
2.	No. of Participants: 65 Pax	
3.	Location: Davao City	
4.	Approved Budget for the Contract: P530,000.00	

5.	<p>Venue:</p> <p>Structural condition: The function is made of concrete and structural steel materials or combination of both*</p> <p>Functionality of Main Function Room:</p> <ol style="list-style-type: none"> 1. Available one (1) function room on 22 April, 2PM-5PM; One (1) function room on 23 April, 7AM-9PM; Five (5) function rooms for 15 pax each on 23 April, 2PM-5PM; Five (5) function rooms for 15 pax each on 24 April, 9Am-12NN; One (1) function room for 65 pax on 24 April, 12NN-9PM 2. Classroom Type for 65 participants on 22-24 April; 3. U-shape for 5 small function rooms for 15 pax on 23-24 April 23-24; 4. Pillar, if any, should not obstruct the view of the participants towards the stage and projector screen/s; 5. Amenities include: <ol style="list-style-type: none"> a. Two (2) Secretariat's table; b. 3 microphone units; c. Projector screen and table for LCD projector; d. Podium, Philippine flag and pole; e. Pads, pencils, markers; f. Whiteboard and/or flipchart; g. Free, fast and steady Wi-Fi connection*; h. Waived electricity charges for the use of laptop and projectors* i. Audible/operational sound system* 	
6.	<p>Catering Service for the Participants:</p> <ul style="list-style-type: none"> - location outside the Main Function Room; - NON-PORK (HALAL) meals for 65 participants on 22-25 April 2019* composed of the following: <p>22 April 2019</p> <ol style="list-style-type: none"> 1. Free lunch and buffet dinner for 65 pax <p>23-24 April 2019</p> <ol style="list-style-type: none"> 2. AM & PM snacks, buffet lunch and dinner 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 snacks) and provision of free-flowing coffee* (preferably brewed) and tea* <p>25 April 2019</p> <ol style="list-style-type: none"> 3. Lunch and dinner for 10 participants. 	
7.	<p>Room Accommodation:</p> <p>5 matrimonial rooms from 22-26 April 2019 inclusive of free buffet breakfast;</p> <p>30 twin-sharing rooms from 22-25 April 2019 inclusive of free buffet breakfast.</p>	

8.	Facilities: - 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 and fitness center - daily make-up room service - adequate security service (24/7) - in-door pool with jacuzzi and sauna (optional)	
9	OTHER REQUIREMENTS: Prayer room for male and female	

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