



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

**Request for Quotation**

PROJECT TITLE: <b>VENUE PACKAGE FOR THE CONDUCT OF SEMINAR-WORKSHOP ON POLICIES AND PROCEDURES – ORAOHRA AND LACE</b>		Date: 16 April 2019
RFQ No. <b>2019-054</b>	Location: Metro Manila	MOP: Lease of Venue
TIN No.:	Business Permit No.:	End-User: HRDD – Admin

**Sir/Madam:**

Please quote your lowest price on the item/s listed below not later than **26 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](mailto: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 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.
- 

	SPECIFICATIONS	QUOTATION
1.	RFQ FOR: <b>VENUE PACKAGE FOR THE CONDUCT OF SEMINAR-WORKSHOP ON POLICIES AND PROCEDURES – ORAOHRA AND LACE</b>	
2.	No. of Participants: <b>42 Pax</b>	
3.	Location: <b>Metro Manila</b>	
4.	Approved Budget for the Contract: <b>P400,000.00</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 30 May – 02 June 2019</li> <li>2. <b>Classroom Type</b> for 42 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 outside the Main Function Room;</li> <li>- <b>NON-PORK (HALAL)</b> meals for 42 participants on <b>30 May – 02 June 2019*</b> composed of the following:</li> </ul> <p>AM &amp; 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>	
7.	<p><b>Room Accommodations:</b></p> <p>Bedrooms (separate beds with comforter) for at least 42 participants 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 and fitness center</li> <li>- daily make-up room service</li> <li>- adequate security service (24/7)</li> </ul>	
9	<p><b>OTHER REQUIREMENTS:</b> Prayer room for male and female</p>	

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