



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

**Request for Quotation**

PROJECT TITLE: <b>VENUE AND MEAL PACKAGE FOR THE NCMF-UNDP TESTIMONIAL DINNER WITH THE OFFICE OF THE PRESIDENT</b>		Date: 21 May 2019
RFQ No. <b>2019-055</b>	Location: Metro Manila	MOP: Lease of Venue
TIN No.:	Business Permit No.:	End-User: BPCR

**Sir/Madam:**

Please quote your lowest price on the item/s listed below not later than **24 May 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:**

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.

	SPECIFICATIONS	COMPLIED / NOT COMPLIED
1.	RFQ FOR: <b>VENUE AND MEAL PACKAGE FOR THE NCMF-UNDP TESTIMONIAL DINNER WITH THE OFFICE OF THE PRESIDENT</b>	
2.	No. of Participants: <b>500 pax</b>	
3.	Location: <b>Metro Manila</b>	
4.	Approved Budget for the Contract: <b>P600,000.00</b> (Please indicate Price Quotation)	

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>2. Available one (1) ballroom on 07 June 2019;</li> <li>3. <b>Round tables</b> for 500 participants;</li> <li>4. Pillar, if any, should not obstruct the view of the participants towards the stage and projector screen/s;</li> <li>5. Amenities include: <ol style="list-style-type: none"> <li>a. Two (2) secretariat's table: for registration and for emcee and assistant facilitators;</li> <li>b. 3 wireless microphone units;</li> <li>c. Projector screen and table for LCD projector;</li> <li>d. Podium, Philippine flag and pole;</li> <li>e. Free, fast and steady Wi-Fi connection*;</li> <li>f. Waived electricity charges for the use of laptop and projectors*</li> <li>g. 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 inside Ball Room;</li> <li>- NON-PORK (HALAL) meals for 500 participants on <b>07 June 2019*</b> composed of the following:</li> </ul> <p>Buffet dinner composed of the following: salad/soup, main course (at least 3 variants of meat, fish and vegetables), rice, dessert, drinks and provision of free-flowing coffee* (preferably brewed) and tea*</p>	
7.	<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>- 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>	

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:

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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