



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 4<sup>TH</sup> INTERNATIONAL ISLAMIC CONFERENCE: HALAL ECONOMIC PROGRESS WITH HUMAN VALUES 2019</b>		Date: 10 October 2019
RFQ No. 2019-071	Location: Metro Manila	MOP: Lease of Venue
TIN No.:	Business Permit No.:	End-User: NCMF- BMEA

**Sir/Madam:**

Please quote your lowest price on the item/s listed below not later than **17 October 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.
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	<b>SPECIFICATIONS</b>	<b>COMPLIED / NOT COMPLIED</b>
1.	RFQ FOR: <b>VENUE PACKAGE FOR THE 4<sup>TH</sup> INTERNATIONAL ISLAMIC CONFERENCE: HALAL ECONOMIC PROGRESS WITH HUMAN VALUES 2019</b>	
2.	Location: <b>Metro Manila</b>	
3.	Approved Budget for the Contract: <b>P2,767,000.00</b> (Please indicate Price Quotation)	

4.	<p><b>Venue:</b></p> <p><b>*Five (5) Star Hotel with International Delegates</b></p> <p><b>Structural condition:</b> The ballroom is made of concrete and structural steel materials or combination of both* <b>with Halal Kitchen</b></p> <p><b>Functionality of Main Function Room:</b></p> <ol style="list-style-type: none"> <li>1. Day 1 (24 Nov); 100pax; 07:00PM-11:00PM - Welcome Dinner</li> <li>Day 2 (25 Nov); 250pax; 08:00AM-11:00PM - Event Proper</li> <li>Day 3 (26 Nov); 250pax; 08:00AM-06:00PM - Event Proper &amp; Dinner</li> <li>2. Tables and chairs for 250 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. Two (2) secretariat's tables: for registrations;</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>	
5.	<p><b>Catering Service for the Participants:</b></p> <ul style="list-style-type: none"> <li>- location must be inside the Ballroom;</li> <li>- Dinner for at least 100 participants on 24 November 2019;</li> <li>- NON-PORK (HALAL) meals for at least 250 participants on <b>25-26 November 2019*</b> composed of the following:</li> </ul> <p>Three (3) 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* (preferably brewed and tea*)</p>	
6.	<p><b>Room Accommodation:</b></p> <p>45 single &amp; double bedrooms (separate beds with comforter) on 24-26 November 2019, inclusive of free buffet breakfast at the Restaurant;</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.

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Printed Name and Signature:

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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 (end-user)