



Republic of the Philippines
OFFICE OF THE PRESIDENT

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

Request for Quotation

PROJECT TITLE: LEASE OF VENUE AND MEALS FOR NCMF-NCCA INTER-AGENCY PROGRAM		Date: 10 October 2019
RFQ No. 2019-078	Location: Quezon City	MOP: NP-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 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), 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: LEASE OF VENUE AND MEALS FOR NCMF-NCCA INTER-AGENCY PROGRAM	
2.	No. of Participants: 35 pax	
3.	Location: Quezon City	
4.	Approved Budget for the Contract: P143,500.00 (Please indicate Price Quotation)	

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> <p>2. Available one (1) function room for five (5) days;</p> <p>3. Tables and chairs for thirty-five (35) participants;</p> <p>4. Pillar, if any, should not obstruct the view of the participants towards the stage and projector screen/s;</p> <p>5. Amenities include:</p> <p>a. One (1) secretariat's table: for registration;</p> <p>b. 3 wireless microphone units;</p> <p>c. Projector screen and table for LCD projector;</p> <p>d. Podium, Philippine flag and pole;</p> <p>e. Free, fast and steady Wi-Fi connection*;</p> <p>f. Waived electricity charges for the use of laptop and projectors*</p> <p>g. Audible/operational sound system*</p>	
6.	<p>Catering Service for the Participants:</p> <p>- location must be inside the Main Function Room;</p> <p>- NON-PORK (HALAL) buffet meals for at least thirty-five (35) participants for five (5) days* composed of the following:</p> <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>	
8.	<p>Facilities:</p> <p>- continuous water supply & accessible comfort rooms</p> <p>- compliance with the standards provided by the Building Code of the Philippines</p> <p>- accessible emergency exit and alarm, standby fire extinguisher, and automatic sprinkler*</p> <p>- available telephone and/or internet connection within the premises of the Building</p> <p>- adequate security service (24/7)</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 (end-user)