



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 THE PERFORMANCE GOVERNANCE SYSTEM (PGS) 2019		Date: 04 October 2019
RFQ No. 2019-073	Location: Pasig City	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 **11 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:

- 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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	SPECIFICATIONS	COMPLIED / NOT COMPLIED
1.	RFQ FOR: VENUE PACKAGE FOR THE PERFORMANCE GOVERNANCE SYSTEM (PGS) 2019	
2.	No. of Participants: Fifty (50) pax	
3.	Location: Metro Manila	
4.	Approved Budget for the Contract: P500,000.00 (Please indicate Price Quotation)	

5.	<p>Venue:</p> <p>Structural condition: The ballroom 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 03-06 December 2019 2. Classroom Type for 50 participants; 3. Pillar, if any, should not obstruct the view of the participants towards the stage and projector screen/s; 4. Amenities include: <ol style="list-style-type: none"> a. Two (2) secretariat's table (outside the function for registration & 1 inside for emcee and assistant facilitators); b. 3 wireless microphone units including the resource person; c. Projector screen and table for LCD projector; d. Podium, Philippine flag and pole; e. Pads, pencils, markers; f. Daily serve candies or nuts; g. Whiteboard and/or flipchart; h. Free, fast and steady Wi-Fi connection*; i. Waived electricity charges for the use of laptop and projectors*; j. Audible/operational sound system* 	
6.	<p>Catering Service for the Participants:</p> <ul style="list-style-type: none"> - location must be inside the function room; - Dinner for at least 50 participants on 02 December 2019; - NON-PORK (HALAL) meals for at least 50 participants on 03-06 December 2019* composed of the following: <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>	
7	<p>Room Accommodation:</p> <p>Single & double bedrooms (separate beds with comforter) for at least 50 participants on 02-07 December 2019, inclusive of free buffet breakfast at the Restaurant;</p>	
8.	<p>Facilities:</p> <ul style="list-style-type: none"> - continuous water supply & accessible comfort rooms - compliance with the standards provided by the Building Code of the Philippines - 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) 	

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)