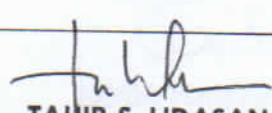




Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**

**BIDS AND AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION**

Revised NCMF RFQ Form 2020

Mode of Procurement: Sec. 53.10 – Lease of Real Property & Venue	<b>RFQ No. 2020-006</b>
End-User: -PLANNING SERVICE	Date: February 3, 2020
Title of Program: NCMF ROADMAP 2022	
Please quote your lowest price for the items/s listed below not later than <u>10 FEB 2020</u> subject to the following General conditions, and submit your quotation duly signed by your representative by email (ncmf.bac2016@gmail.com) fax 8952-4875, or personal delivery.	
<b>TERMS AND CONDITIONS:</b>	
<ol style="list-style-type: none"> <li>1. In order to be eligible for this procurement, suppliers/service providers are required to submit together with the quotation the following: PhilGEPS Registration Certificate/Number, Valid Mayor's /Business Permit, Tax Registration Certificate and Notarized Omnibus Sworn Statement.</li> <li>2. Late submission of quotation shall not be accepted.</li> <li>3. Price validity shall be for a period of sixty (60) calendar days.</li> <li>4. Award of contract shall be made to lowest quotation with complete requirements and complies with the specifications and other terms and conditions stated in the RFQ.</li> <li>5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>6. The NCMF reserves the right to reject any or all quotations/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.</li> <li>7. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.</li> <li>8. The terms of payment shall be made through check payable to the supplier.</li> <li>9. All quotations shall be <b>INCLUSIVE OF VAT</b>.</li> </ol>	
Approved Budget for the Contract (ABC): <b>FOUR HUNDRED THOUSAND PESOS:</b> <b>P 400,000.00</b>	 <b>TAMIR S. LIDASAN, JR., CESO II</b> Chairman, Bids and Awards Committee

20.076

TECHNICAL SPECIFICATIONS	Comply/Not Comply
<b>REQUIREMENTS FOR ROOM ACCOMMODATION</b> ABC: P400,000.00	
1. Location – Within Pasig City	
2. Schedule of Activity : February 17-21, 2020 (4 days)	
3. Number of Live-in guests: 50 pax (48 NCMF employees; 1 Facilitator; 1 Asst. Facilitator)	
4. Function Room : Can accommodate 50 participants	
5. Arrangement: U-shape/Classroom type	
6. Preferably two-bedroom suite and three bedroom suite with separate beds and comforter	

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<p><b>February 17, 2020 – Arrival of Participants</b></p> <ol style="list-style-type: none"> <li>Free lunch for 10 pax;</li> <li>Buffet dinner for 50 pax</li> </ol> <p><b>February 18-20, 2020</b></p> <ol style="list-style-type: none"> <li>Buffet breakfast, Lunch and Dinner, AM and PM Snacks</li> <li>Meals composed of the following: 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)</li> </ol> <p><b>February 20, 2020 (7:00PM to 11:00 PM)</b></p> <ol style="list-style-type: none"> <li>Cocktails consist of drinks and finger foods</li> <li>Free use of Sing-along</li> <li>Provision of free flowing brewed coffee and tea</li> </ol> <p><b>February 21, 2020 ( Check-out 12:00 noon)</b></p> <ol style="list-style-type: none"> <li>Buffet Breakfast for 50 pax</li> </ol>	
<p>8. Venue (structure and conditions) The foundation is made of concrete and structural steel materials or combination of both</p>	
<p>Note: The room shall not obstruct the view of the participants towards the stage and projector screen/s</p>	
<p>9. Amenities</p> <ul style="list-style-type: none"> <li>- Secretariat's table and chairs</li> <li>- At least 3 microphone units</li> <li>- Projector Screen</li> <li>- Table for LCD Projector</li> <li>- Podium</li> <li>- Audible/operational Sound System</li> <li>- Philippine Flag and Pole</li> <li>- Free and Steady Wi-Fi connection</li> <li>- Waived electricity charges for use of projector</li> <li>- Free flowing coffee and tea</li> </ul>	
<p>10. Facilities Continuous water supply and accessible comfort rooms</p>	
<p>Others:</p> <ul style="list-style-type: none"> <li>- Compliance with the standard provided by the Building Code of the Philippines*</li> <li>- At least one (1) operational Elevator (24/7) for 3 storey building 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</li> <li>- Provision of technical, janitorial and maintenance services</li> <li>- Ambience promotes learning</li> <li>- Adequate security service (24/7)</li> </ul>	
<p><b>OTHER REQUIREMENTS: PRAYER ROOM FOR MALE AND FEMALE</b></p>	
<p style="text-align: center;">PRICE QUOTATION ROOMS</p>	
<p style="text-align: center;">PRICE QUOTATION FOR MEALS</p>	