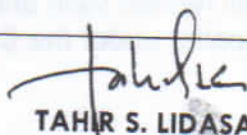




Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Revised NCMF RFQ Form 2020

Mode of Procurement: Sec. 53.10 – Lease of Real Property & Venue	RFQ No. 2020-007
End-User: –BPE	Date: February 3, 2020
Title of Program: NCR HAJJ AWARENESS PROGRAM	
Please quote your lowest price for the items/s listed below not later than 06 FEB 2020 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.	
TERMS AND CONDITIONS:	
<ol style="list-style-type: none"> 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. 2. Late submission of quotation shall not be accepted. 3. Price validity shall be for a period of sixty (60) calendar days. 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. 5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 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. 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. 8. The terms of payment shall be made through check payable to the supplier. 9. All quotations shall be INCLUSIVE OF VAT. 	
Approved Budget for the Contract (ABC): TWO HUNDRED THOUSAND PESOS: P 200,000.00	 TAHIR S. LIDASAN, JR., CESO II Chairman, Bids and Awards Committee

20-081

TECHNICAL SPECIFICATIONS	Comply/Not Comply
ABC: P200,000.00	
1. Location – Within Quezon City	
2. Schedule of Activity : February 17, 2020	
3. Function Room : Can accommodate 135/'	
4. guests (including NCMF officials and employees)	
5. Arrangement: Round table by 10's	
6. Room Accommodation: Preferably three (3) rooms for twin sharing	
5. Catering Services: HALAL FOOD (No Pork) February 20, 2020 – 8:00AM TO 5:00 PM AM and PM Snacks Buffet Lunch (composed of 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)	
. Venue (structure and conditions) The foundation is made of concrete and structural steel materials or combination of both	
Note: The room shall not obstruct the view of the participants towards the stage and projector screen/s	
9. Amenities <ul style="list-style-type: none"> - Secretariat's table and chairs - At least 3 microphone units - Projector Screen - Pads and Pencil/Ballpen - Table for LCD Projector - Podium - Audible/operational Sound System - Philippine Flag and Pole - Free and Steady Wi-Fi connection - Waived electricity charges for use of projector - Free flowing coffee and tea 	
10. Facilities Continuous water supply and accessible comfort rooms	
Others: <ul style="list-style-type: none"> - Compliance with the standard provided by the Building Code of the Philippines* - At least one (1) operational Elevator (24/7) for 3 storey building or higher* - Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler* - Available telephone and/or internet connection within the premises - Provision of technical, janitorial and maintenance services - Ambience promotes learning - Adequate security service (24/7) 	
OTHER REQUIREMENTS: PRAYER ROOM FOR MALE AND FEMALE	
PRICE QUOTATION	
After having carefully read and accepted your General Conditions, I/We quote on the item/s at price quoted above.	

Print Name/Signature/Date	

Address	
Tel. No./Cellphone /Email Address	

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