



Republic of the Philippines
Office of the President
NATIONAL COMMISSION ON MUSLIM FILIPINOS
NATIONAL CAPITAL REGION
REGIONAL BIDS AND AWARDS COMMITTEE



REQUEST FOR QUOTATION (RFQ)

PR No.		RFQ No.	
PR Date		PhilGEPS Ref. No.	
End-User	CULTURAL AFFAIRS DIVISION	Closing Date	February 7, 2025
ABC	P 239,000.00	Closing Time	5:00PM

Sir/Madam:

The National Commission on Muslim Filipinos – National Capital Region (NCMF-NCR), through the authority of its Regional Bids and Awards Committee (RBAC), intends to procure for the **NCMF-NCR HAJJ AWARENESS PROGRAM FOR HAJJ 2025** the following:

- (1) **VENUE** through Alternative Method of Procurement Section 53.10 (Negotiated Procurement – Lease of Rental Property or Venue);
- (2) **MEALS AND REFRESHMENT** through Alternative Method of Procurement Section 53.90 (Negotiated Procurement – Small Value Procurement);
- (3) **HOTEL ACCOMMODATION** through Alternative Method of Procurement Section 53.90 (Negotiated Procurement – Small Value Procurement); and
- (4) **TARPAULIN PRINTING** through Alternative Method of Procurement Section 53.90 (Negotiated Procurement – Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The NCMF-NCR hereinafter referred to as “purchaser”, now request submission of a price quotation for the subject below.

ITEM	QTY.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC) Inclusive of VAT
1.	1	VENUE: Date of Event: February 10, 2025, Monday Location: Quezon City Number of Pax: 100 pax FUNCTION ROOM: <ul style="list-style-type: none">• Tables and Chairs (Circle type table)• Stable and fast Wi-Fi connection	

		<ul style="list-style-type: none"> • Sound system compatible with USB, external hard drive, etc., • Audible/operational sound system • With Projector screen, • Waived electricity charges for the use of laptops and projectors, • 5 or more microphones • Podium and Philippine Flag set-up at the stage • Power outlets and extra extension cord for computer aided workshop • Separate table for the Resource Speaker/Emcee and Secretariat for the registration • Air-conditioned • Free parking for participants • Standby technician 	FIFTY THOUSAND PESOS (P 50,000.00)
2.	100	Food (Meals and Refreshments) <ul style="list-style-type: none"> • 100 PAX • Strictly no Pork or any derivatives from pork, swine, ham, pig, or porcine • AM Snacks with Juice drink • Heavy Lunch (2 rice, 2 dish: fish and meat) with Juice drink • PM Snacks with Juice Drink • Free flowing of Brewed Coffee • Free flowing of Water • Peanuts and candies for every table 	ONE HUNDRED THOUSAND PESOS (P 100,000.00)
3.		ACCOMMODATION: <ul style="list-style-type: none"> • Check-in Date: February 9, 2025 • Check-out Date: February 11, 2025 • Number of Guest: 12 • Number of Nights: 2 • Room Type: <ul style="list-style-type: none"> ○ 2 single bed room • Inclusions: <ul style="list-style-type: none"> ○ Air-conditioned rooms ○ Complimentary breakfast for each guest ○ Free Wi-Fi access ○ Access to hotel amenities ○ 24/7 front desk assistance ○ Free Parking 	FORTY-FOUR THOUSAND PESOS (P 44,000.00)

		<ul style="list-style-type: none"> • Size: 12 x16 • Piece: 1 • Size: 8x10 • Piece: 1 	THREE THOUSAND PESOS (P3,000.00)
		Mode of Payment: Send bill arrangement	

Award of contract shall be made to the bidder with the lowest quotation for the subject which comply with the minimum technical specifications and other terms and conditions stated herein.

NCMF-NCR Conditions of Sale:

1. All items may be handwritten or typewritten;
2. Price validity shall be attached upon submission of quotation;
3. Delivery schedule: The winning bidder must deliver the items on Feb 7, 2025.
4. Site: **373 Bookman Bldg., Quezon Avenue, Quezon City.**

Prospective bidders shall accomplish and submit duly signed Price Quotation Form (PQF) not later than the date above-stated addressed to:

Regional Bids and Awards Committee
 National Commission on Muslim Filipinos – NCR Regional Office
 373 3rd floor, Bookman Bldg., Brgy. Lourdes, Quezon Ave., Quezon City.
 Fax No. (02) 711-6112
 Email: ncmfncr2010@gmail.com

Documents	Remarks
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of Renewal application. Except for gov't agencies as lessors
PhilGEPS	Except for gov't agencies as lessors
Income/Business Tax Return	Except for gov't agencies as lessors

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

The NCMF reserves the right to accept or reject any bid, to annul bidding process, and to reject all bids at any time prior to contract award, without thereby incurring liability to the affected bidder or bidders.


AL-JOMER P. ALI
DMO IV