



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

**REQUEST FOR QUOTATION**

RFQ No. 2017-06-030

June 28, 2017

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Hotel/Establishment : \_\_\_\_\_

Address : \_\_\_\_\_

Business Permit No. \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration No. (required): \_\_\_\_\_

Sir/Madam:

The National Commission on Muslim Filipinos (NCMF), through its Bids and Awards Committee (BAC), intends for **PHOTOCOPY AND BOOKBINDING OF BUDGET PROPOSAL** for the herein stated activity:

<b>Dates</b>	<b>Description</b>	<b>ABC</b>
Availability of Books – July 15, 2017	PHOTOCOPY AND BOOKBINDING OF NCMF BUDGET PROPOSAL FY 2018	P15,000.00

As such, Suppliers of known qualifications are invited to submit their quotation/s proposal/s duly signed by you or your duly authorized representative not later than the **DEADLINE** on **July 15, 2017**, subject to the Terms and Conditions provided at the last page of this RFQ.

Award of contract shall be made after evaluation. Prospective lessors may will be chosen and the lowest calculated and responsive offer will be selected. A copy of your Mayor's/Business Permit is also required to be submitted along with your quotation/proposal.

Open quotations may be submitted, manually or through facsimile no. (02) 952-4875 or email at [ncmf.bac2016@gmail.com](mailto:ncmf.bac2016@gmail.com)

The NCMF reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The NCMF assumes no responsibility whatsoever to compensate or indemnify Bidders for any/expenses incurred in the preparation of their Quotation/Bid.

**TAHIR S. LIDASAN JR., CESO II**

BAC Chairman

17.894

**INSTRUCTIONS**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s as follows:

<b>TECHNICAL SPECIFICATIONS</b>	<b>REMARKS</b>
Quantity : 50 sets Size: A4 Pages: 120 (back to back) Type : Cover page – matte glossy Book bind: soft bind Paper: #70gsm	

**Terms of Payment:**

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after submission of Billing and User Acceptance of the products. Bank Transfer fee shall be charged against the creditor's account. A Certification of the Availability of Funds shall be issued to the lowest calculated offer.

**Payment Details:**

Banking Institution: \_\_\_\_\_  
Account Number : \_\_\_\_\_  
Account Name : \_\_\_\_\_  
Branch: \_\_\_\_\_

**FINANCIAL OFFER:**

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotations, and does not reflect the guaranteed price.

**GENERAL CONDITIONS**

1. All quotations must be typewritten in the company's letterhead.
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
4. PhilGEPS Registration Certificate, Mayor's/Business Permit and Income/Business Tax Return shall be attached upon submission of the Quotation.
5. All quotations shall be considered as fixed prices and not subject to price escalation during the contract implementation.
6. Payment shall be prepared upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Head, Secretariat  
Bids and Awards Committee  
National Commission on Muslim Filipinos  
2/F Jocfer Building, Commonwealth Avenue  
Diliman, Quezon City

Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations, hereunder are our financial proposal for the items identified below:

Item No.	Item/s and Description	Qty.	Unit Price	Total Price (VAT Inclusive)

AMOUNT IN WORDS: \_\_\_\_\_  
\_\_\_\_\_

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within \_\_\_\_\_ calendar days from receipt of Notice of Award (NOA).
3. We agree to abide by this Quotation for a period of \_\_\_\_\_ after the dated deadline of submission specified in your RFQ.
4. We understand that payment for item/s delivered will be made to the winning supplier after inspection and acceptance of good(s) delivered.
5. Above-quoted price is inclusive of all costs and applicable taxes.