



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

REQUEST FOR QUOTATION

RFQ No. 2017-07-036

July 10, 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 PRINTING AND RISOGRAPH SERVICES for the herein stated activity:

Dates	Description	ABC
July 13, 2017	PRINTING AND RISOGRAPH OF TRIBAL CERTIFICATES (2 lots) 1. Tribal Certificate with Perpo 2. Riso Application Form for Tribal Certificate	P 108,000.00

As such, contractor/supplier 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 13 July 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

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
Chairman, BAC

17.971

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:

TECHNICAL SPECIFICATIONS	REMARKS
LOT 1 Tribal Certificate with Perpo Paper – Book 60 Size – Legal (1/2 page each content), 1 original copy, 1 personal copy With sample Color – Full Colors Quantity – 60 reams ABC – P66,000.00	
LOT 2 RISO Application form for Tribal Certificate Paper – Book 50 Size – Legal (full page) (with sample) Color – Black Quantity – 60 reams ABC – 42,000.00	

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 to Proceed (NTP).
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.



SAMPLE

NCMF FORM: 002-2015

CERTIFICATE OF MUSLIM FILIPINO TRIBAL MEMBERSHIP

This is to certify that the person whose name, picture and signature appearing below requested for a verification of his / her Muslim Filipino Tribal Membership and the results are as follows:

CODE NUMBER	DATE ISSUED
FAMILY NAME	FIRST NAME
MIDDLE NAME	NAME OF SPOUSE
ADDRESS	DATE OF BIRTH
CITIZENSHIP	PLACE OF BIRTH
RELIGION	TRIBE
GENDER	PURPOSE
<p>_____</p> <p>SIGNATURE</p>	
<p>BY:</p>	

(NOT VALID WITHOUT A SEAL)



PERSONAL COPY

NCMF FORM: 002-2015

CERTIFICATE OF MUSLIM FILIPINO TRIBAL MEMBERSHIP

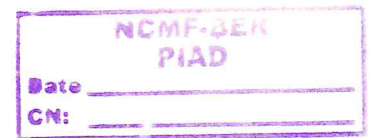
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FAMILY NAME	FIRST NAME
MIDDLE NAME	NAME OF SPOUSE
ADDRESS	DATE OF BIRTH
CITIZENSHIP	PLACE OF BIRTH
RELIGION	TRIBE
GENDER	PURPOSE
<p>_____</p> <p>SIGNATURE</p>	
<p>BY:</p>	

(NOT VALID WITHOUT A SEAL)



SAMPLE
 Republic of the Philippines
 Office of the President
 NATIONAL COMMISSION ON MUSLIM FILIPINOS



NCMF FORM: 001-2015
APPLICATION REQUEST FORM

Attach 2X2 Photo
Here

Certificate of Muslim Filipino Tribal Affiliation			
	Visa stamping	Passport	Identification
Muslim Filipino Affiliation Identification Card			
Certificate of Confirmation of Scholarship for TEC			
Certificate of Translation of Arabic Document			
Certificate of Confirmation of Conversion to Islam			
Others :			

DATE FILED: _____

PERSONAL REFERENCE:

FIRST NAME	MIDDLE NAME	LAST NAME
Present address: _____		
Provincial address: _____		
Date of Birth: _____		Place of Birth: _____
Age: _____	Sex: _____	Religion: _____ Occupation: _____
Civil Status: _____ If married, Name of Spouse: _____		
Tribe: _____		E-Mail Address: _____

EDUCATIONAL REFERENCE:

COURSE	NAME OF SCHOOL	YEAR ATTENDED	DEGREE EARNED
Elementary			
High School			
College			
Post Graduate			
Arabic			

PARENTS REFERENCE:

FATHER'S NAME:	MOTHER'S NAME:
Tribal Affiliation:	Tribal Affiliation:
Religion:	Religion:
Address:	Address:

Contact Person: _____ Relationship: _____
 Address: _____ Contact Number: _____

 APPLICANT'S SIGNATURE

 CONTACT NUMBER (PHONE / CELLPHONE)

EVALUATOR'S REMARKS:

 Evaluator's Name & Signature

PLEASE ATTACH THE FOLLOWING SUPPORTING DOCUMENTS:

1. CERTIFICATE OF TRIBAL AFFILIATION - for passport : copy of birth certificate (NSO) / for Visa stamping : copy of passport
2. AFFILIATION IDENTIFICATION CARD - Certificate of tribal affiliation or Certificate of confirmation of conversion to Islam
3. CERTIFICATE OF CONFIRMATION OF CONVERSION TO ISLAM - Certificate of conversion to Islam issued by an accredited Islamic Religious Organization
4. STUDENT SCHOLAR TRAVEL TAX EXEMPTION - scholarship grant / copy of passport