



Republic of the Philippines
OFFICE OF THE PRESIDENT

**NATIONAL COMMISSION ON MUSLIM FILIPINOS
BIDS AND AWARDS COMMITTEE**

Request for Quotation

PROJECT TITLE: PURCHASE OF OFFICE SUPPLIES AND EQUIPMENT		Date: 11 October 2018
RFQ No. 2018-087	Location: Quezon City	MOP: NP-SVP
TIN No.:	Business Permit No.:	End-User: NCMF- PLANNING SERVICE

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the following General conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **18 October 2018** by email (ncmf.bac2016@gmail.com), fax (02-9524875), or personal delivery.


DIMAPUNO A. DATU-RAMOS, JR.
BAC Chairman / BER Director IV

Terms and Conditions:

- Suppliers are required to submit their **PhilGEPS Registration Certificate, Mayor's/Business Permit and Tax Registration.**
- All entries must be typewritten/printed eligibly and without alterations. If there is any alteration same shall be initialed by authorized personnel. Failure to use this form will result to disqualification of your bid.
- Delivery period within THREE (3) days from receipt of the Purchase Order/Contract.
- Late submission of quotation shall not be accepted.
- Price validity shall be for a period of sixty (60) calendar days.
- Award of Contract shall be made to lowest quotation, and complies with the specifications and other terms and conditions stated in the RFQ.
- The NCMF reserves the right to reject any or all 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.
- The terms of payment shall be made through check payable to the supplier.
- All quotations shall be inclusive of VAT.
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Item No.	ITEM & DESCRIPTION	UNIT	QTY	Budget Allocation	Price Quotation
1	APPROVED BUDGET FOR THE CONTRACT (ABC): P31,000.00				
2	White Board Specifications: <ul style="list-style-type: none">Quantity: 1pc.Frame: AluminumAdd On: Markey Tray	Pc	1	5,000.00	

3	Glass Filing Cabinet Specifications: <ul style="list-style-type: none"> • Quantity: 2pcs. • Doors: Sliding • Material: Metal and Glass 	Pc	2	26,000.00	
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After having carefully read and accepted your General Conditions. I/We quote you on the item at prices noted above.

Printed Name and Signature:

Company Name:

PhilGEPS No.:

Contact No.:

Date Accomplished:

Canvassed by:

Printed Name and Signature