



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**

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

**Request for Quotation**

|   |                       |                       |
|---|-----------------------|-----------------------|
| PROJECT TITLE: <b>REPAIR AND MAINTENANCE OF CENTRAL OFFICE AIR CONDITIONING UNITS</b> |                       | Date: 11 October 2018 |
| RFQ No. 2018-088  | Location: Quezon City | MOP: NP-SVP           |
| TIN No.:  | Business Permit No.:  | End-User: NCMF- GSD   |

**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](mailto: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): <b>P44,352.00</b>    |      |     |                   |                 |
| 2        | Cleaning of Air conditioning units:<br>Split type/floor type | pcs  | 21  | <b>23,100.00</b>  |                 |
| 3        | Cleaning of Air conditioning units:<br>Window type           | pcs  | 33  | <b>16,500.00</b>  |                 |

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