



Republic of the Philippines
OFFICE OF THE PRESIDENT

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

Request for Quotation

PROJECT TITLE: PRINTING OF FORMS FOR 3RD AND 4TH QUARTER		Date: 24 October 2018
RFQ No. 2018-092	Location: Quezon City	MOP: NP-SVP
TIN No.:	Business Permit No.:	End-User: NCMF- BER

Sir/Madam:

Please quote your lowest price on the item/s listed below not later than **31 October 2018**, subject to the following General conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative 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.
-

Item No.	ITEM & DESCRIPTION	UNIT	QTY	Budget Allocation	Price Quotation
1	Printing of Certificate of Tribal Membership w/ PERPO Paper: Book 60 Size: as per sample Color: full colors	reams	30	30,000.00	
2	Printing of Certificate of Travel Tax Exemption Paper: 8" x 13" Size: as per sample Color: full colors	reams	6	6,000.00	

3	Printing of Certificate of Conversion Paper: 8" x 13" Size: as per sample Color: full colors	reams	4	4,000.00	
4	RISO Application Form for Tribal Certificate Paper: Book 50 Size: as per sample Color:Black	ream	30	21,000.00	

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



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NATIONAL COMMISSION ON MUSLIM FILIPINOS

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
SIGNATURE	
BY:	

(NOT VALID WITHOUT A SEAL)



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PERSONAL COPY

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GENDER	PURPOSE
SIGNATURE	
BY:	

(NOT VALID WITHOUT A SEAL)




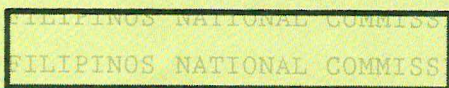
Republic of the Philippines
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NATIONAL COMMISSION ON MUSLIM FILIPINOS

SAMPLE

NCMF FORM: 003-2015

CERTIFICATE OF CONFIRMATION OF SCHOLARSHIP

This is to certify that the person whose name, picture and print appearing below requested for a verification of his / her Scholarship and the results are as follows:

CODE NUMBER	DATE ISSUED
FAMILY NAME	FIRST NAME
MIDDLE NAME	ADDRESS
DATE OF BIRTH	PLACE OF BIRTH
RELIGION	TRIBE
SPONSOR / SCHOOL	SCHOOL ADDRESS
ACADEMIC YEAR	PURPOSE TRAVEL TAX EXEMPTION
PASSPORT NUMBER	
	
YASMIN BUSRAN-LAO Secretary BY: Dr. DIMAPUNO A DATU-RAMOS, JR. Director for the Bureau of External Relations	

(NOT VALID WITHOUT A SEAL)


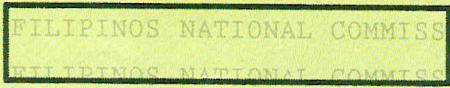


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FAMILY NAME	FIRST NAME
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DATE OF BIRTH	PLACE OF BIRTH
RELIGION	TRIBE
SPONSOR / SCHOOL	SCHOOL ADDRESS
ACADEMIC YEAR	PURPOSE TRAVEL TAX EXEMPTION
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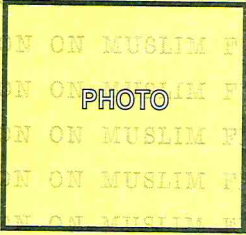

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SAMPLE

NCMF FORM: 005-2015

CERTIFICATE OF CONFIRMATION OF CONVERSION TO ISLAM

This is to certify that the person whose name, picture and print appearing below requested for a verification of his / her Conversion to Islam and the results are as follows:

CODE NUMBER	DATE ISSUED
FAMILY NAME	FIRST NAME
MIDDLE NAME	ADDRESS
DATE OF BIRTH	PLACE OF BIRTH
ADOPTED MUSLIM NAME	NAME OF CERTIFYER / ISLAMIC ORGANIZATION
DATE OF CONVERSION	SHARIA REGISTRY NUMBER
 PHOTO	 SIGNATURE BY:

(NOT VALID WITHOUT A SEAL)





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NCMF FORM: 005-2015

CERTIFICATE OF CONFIRMATION OF CONVERSION TO ISLAM

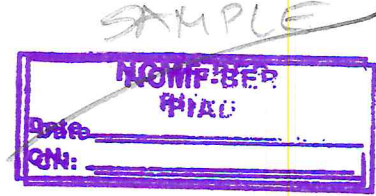
This is to certify that the person whose name, picture and print appearing below requested for a verification of his / her Conversion to Islam and the results are as follows:

CODE NUMBER	DATE ISSUED
FAMILY NAME	FIRST NAME
MIDDLE NAME	ADDRESS
DATE OF BIRTH	PLACE OF BIRTH
ADOPTED MUSLIM NAME	NAME OF CERTIFYER / ISLAMIC ORGANIZATION
DATE OF CONVERSION	SHARIA REGISTRY NUMBER
 PHOTO	 SIGNATURE BY:

(NOT VALID WITHOUT A SEAL)



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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