



Republic of the Philippines

**OFFICE OF THE PRESIDENT**

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

**Request for Quotation**

PROJECT TITLE: <b>PRINTING OF NCMF LETTERHEAD PAPER FOR 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTER</b>		Date: 25 March 2019
RFQ No. 2019-041	Location: Metro Manila	MOP: NP-SVP
TIN No.:	Business Permit No.:	End-User: NCMF-Administrative Service

**Sir/Madam:**

Please quote your lowest price on the item/s listed below not later than **29 March 2019**, 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](mailto:ncmf.bac2016@gmail.com)), fax (02) 952 4875, 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 SEVEN (7) 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	QUOTATIONS
1	APPROVED BUDGET FOR THE CONTRACT (ABC): <b>P85,000.00</b>	
2	QUANTITY : 100 pieces SIZE : A4	

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


## PURCHASE REQUEST


Enty Name: **National Commission on Muslim Filipinos**


Fund Cluster:

Office/Section: <b>General Service Division</b>		PR no: <b>2019-03-0042</b>	Date: <b>March 20, 2019</b>		
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		A4 LETTERHEAD (For 1st and 2nd Quarter) 2018	100	850.00	<b>85,000.00</b>
		Users:			
		Office of the Secretary	4		
		-Chief of Staff	2		
		Commissioners:			
		-Commissioner Morales	2		
		-Commissioner Daguit	2		
		-Commissioner Macadawan	2		
		-Commissioner Salapuddin	2		
		-Commissioner Pangandaman	2		
		-Commissioner Along	2		
		-Commissioner Mangelen	2		
		-Commissioner Lidasan	2		
		BUREAU/Officers:			
		-OED	2		
		-DED	2		
		-FMS/CASHIER/BUDGET/Accounting	2		
		-BMEA	2		
		-BMCA	2		
		-BPE	2		
		-BPCR	2		
		-BMS	2		
		-BLA	2		
		-BER	2		
		-PPS	2		
		-HRMD	2		
		-ADMIN	2		
		-COA	2		
		-GSD	50		
		<b>TOTAL.....</b>	<b>100</b>		

Purpose: for office use.

Request by:   
 Signature: \_\_\_\_\_  
 Printed Name: **ABDULMUHAIMEN ABDULLAH-NAGA, LLB**  
 Designation: **Property Custodian/Supply Officer, GSD**

Approved by:   
 Signature: \_\_\_\_\_  
**SAIDAMEN B. PANGARUNGAN**  
 Secretary

Certified Allotment Available:  
  
**ESTRELLA L. NERI**  
 Supervising Administrative Officer  
 Acting Budget Officer

RECEIVED  
 OFFICE OF THE SECRETARY  
 NATIONAL COMMISSION ON MUSLIM FILIPINOS