



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 MATERIALS FOR NCMF-BMEA DAY-TO-DAY OPERATIONS		Date: 05 September 2019
RFQ No. 2019-067	Location: Metro Manila	MOP: NP-SVP
TIN No.:	Business Permit No.:	End-User: BMEA

Sir/Madam:

Please quote your lowest price on the item/s listed below not later than **09 September 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), fax (02) 952 4875, or personal delivery.


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

Terms and Conditions:

1. Suppliers are required to submit their **PhilGEPS Registration Certificate, Mayor's/Business Permit and Tax Registration.**
2. 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.
3. Delivery period within SEVEN (7) days from receipt of the Purchase Order/Contract.
4. Late submission of quotation shall not be accepted.
5. Price validity shall be for a period of sixty (60) calendar days.
6. Award of Contract shall be made to lowest quotation, and complies with the specifications and other terms and conditions stated in the RFQ.
7. 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.
8. The terms of payment shall be made through check payable to the supplier.
9. All quotations shall be inclusive of VAT.
- 10.

Item No.	ITEM & DESCRIPTION	UNIT	QTY	Budget Allocation	Price Quotation
1	Binding and Punching Machines	Piece	1	10,000.00	
2	Document Camera	Piece	1	14,995.00	
3	Action Camera/Camcorder	Piece	1	14,950.00	
4	Multimedia Projector	Piece	1	14,990.00	
5	Projector Screen	Piece	1	10,000.00	
6	Paper Shredder	Piece	1	14,000.00	
7	Lapel Microphone-Wireless	Piece	1	2,000.00	

8	Digital Voice Recorder	Piece	1	14,750.00	
9	Filing Steel Cabinet	Piece	1	14,800.00	
10	Vault	Piece	1	14,000.00	

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