



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: 15 October 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 **22 October 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:

- 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.
- 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