



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

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

**Request for Quotation**

PROJECT TITLE: <b>PURCHASE OF OFFICE SUPPLIES AND EQUIPMENT FOR THE PERFORMANCE GOVERNANCE SYSTEM (PGS)</b>		Date: 04 October 2019
RFQ No. 2019-075	Location: Pasig City	MOP: NP-SVP
TIN No.:	Business Permit No.:	End-User: Planning Service

**Sir/Madam:**

Please quote your lowest price on the item/s listed below not later than **11 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](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.
- 

SPECIFICATIONS	QUANTITY	BUDGET ALLOCATION	QUOTATION
RFQ FOR: <b>PURCHASE OF OFFICE SUPPLIES AND EQUIPMENT FOR THE PERFORMANCE GOVERNANCE SYSTEM (PGS)</b>			
Approved Budget for the Contract (ABC): <b><u>49,800.00</u></b>			
1) Colored Printer with Fax and Scanner	1 unit	14,990.00	
2) Laminating film	1 box	3,000.00	

3) Hardboard	1 box	2,000.00	
4) Sony ICT UX560F Digital Voice Recorder with built-in USB	3	18,000.00	
5) Paper Shredder	1	14,500.00	
6) Paper Cutter	1	800.00	
7) Table Nameplate	30	9,000.00	
8) Extension Cords	5	2,500.00	

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 (end-user)