



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 NCMF-BER LOCAL &amp; FOREIGN ASSISTANCE DIVISION OFFICE</b>		Date: 08 October 2019
RFQ No. 2019-077	Location: Metro Manila	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 **15 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.
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	SPECIFICATIONS	COMPLIED / NOT COMPLIED
1.	RFQ FOR: <b>PURCHASE OF OFFICE SUPPLIES AND EQUIPMENT FOR NCMF-BER LOCAL &amp; FOREIGN ASSISTANCE DIVISION OFFICE</b>	
3.	APPROVED BUDGET FOR THE CONTRACT (ABC): <b>P17,000.00</b> (Please indicate Price Quotation)	
4.	Specifications: a) <b>4-layer vertical steel filing cabinet with lock</b> b) Quantity: <b>two (2) units</b>	

After having carefully read and accepted your General Conditions. I/We quote you on the item at prices noted above.

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Printed Name and Signature:

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Company Name:

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PhilGEPS No.:

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Contact No.:

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Date Accomplished:

Canvassed by:

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Printed Name and Signature (end-user)

## CHECKLIST OF TECHNICAL, ELIGIBILITY AND FINANCIAL REQUIREMENTS

(For Alternative Methods of Procurement)

### 1. Technical and Eligibility Components

No.	REQUIREMENTS	NAME OF BIDDERS / SUPPLIERS		
		A	B	C
1	Duly accomplished and signed Technical Specifications (using the <b>Request for Quotation form duly signed by the BAC Chairman</b> )			
2	<b>Valid and current Mayor's/Business permit</b>			
3	<b>Valid PhilGEPS Registration Certificate</b> (Platinum Or Red Member)			
4	<b>Valid and current Tax Clearance Certificate</b>			
5	<b>Income/Business Tax Return</b> (for procurement of Direct Contracting with ABCs above P500,000)			

### 2. Financial Components

No.	APPROVED BUDGET FOR THE CONTRACT	BID QUOTATION		
		A	B	C
6				
7	<b>Duly signed Bid Prices/Proposal</b>			

### 3. Other Components (to be submitted and complied by the winning bidder/supplier)

No.	REQUIREMENTS	BIDDERS / SUPPLIERS		
		A	B	C
8	<b>Duly signed Purchase Order</b> (for procurement of goods)			
9	<b>Duly signed Work Order</b> (for procurement of services)			
10	<b>Duly signed Contract of Service</b> (for procurement of Lease of Venue and Consulting Service)			
11	<b>Duly signed Omnibus Sworn Statement</b> (for procurement of Small Value Procurement)			