




Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Revised NCMF RFQ Form 2020

Mode of Procurement: Sec. Small Value Procurement	<b>RFQ No. 2020-028</b>
End-User: PLANNING SERVICE	Date: June 17, 2020
Title of Program: ICT Equipment - ADOBE CREATIVE CLOUD SUITE	
<b>PR NO. 2020-06-034</b>	
Please quote your lowest price for the items/s listed below not later than <b>JUNE 22,2020</b> subject to the following General conditions, and submit your quotation duly signed by your representative by email ( <a href="mailto:ncmf.bac2016@gmail.com">ncmf.bac2016@gmail.com</a> ); ( <a href="mailto:lsodon@ncmf.gov.ph">lsodon@ncmf.gov.ph</a> ); fax 8952-4875, or personal delivery.	
<b>TERMS AND CONDITIONS:</b>	
<ol style="list-style-type: none"> <li>1. In order to be eligible for this procurement, suppliers/service providers are required to submit together with the quotation on or before the deadline the following: <b><u>Valid PhilGEPS Registration Certificate/PhilGEPS Number (through online registration), Valid Mayor's/ Business Permit, Tax Registration Certificate, Latest Income/Business Tax and Notarized Omnibus Sworn Statement.</u></b></li> <li>2. Late submission of quotation shall not be accepted.</li> <li>3. Price validity shall be for a period of sixty (60) calendar days.</li> <li>4. Award of contract shall be made to lowest quotation with complete requirements and complies with the specifications and other terms and conditions stated in the RFQ.</li> <li>5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li> <li>6. The NCMF reserves the right to reject any or all quotations/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.</li> <li>7. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.</li> <li>8. The terms of payment shall be made through check payable to the supplier.</li> <li>9. <b>All quotations shall be INCLUSIVE OF VAT.</b></li> </ol>	
Approved Budget for the Contract (ABC): <b>ONE HUNDRED FIFTY THOUSAND PESOS (P150,000.00)</b>	 <b>TAHIR S. LIDASAN, JR., CESO II</b> Executive Director and Chairman Bids and Awards Committee

	<b>TECHNICAL SPECIFICATIONS</b>	<b>Comply/Not Comply</b>
Quantity	Six (6)	
Inclusion	<ul style="list-style-type: none"> <li>• Entire creative desktop and mobile apps and services for designing images, graphics, layouts, user experiences, video, and audio for print, the web, and mobile devices</li> </ul>	

	<ul style="list-style-type: none"> <li>• 100GB of cloud storage, Adobe Portfolio, Adobe Fonts, and Adobe Spark</li> </ul>	
Support	It should have Phone and Online Support	
Validity	One (1) year	
Compatibility	Compatible to Windows and Macintosh Operating Systems	
Delivery Address	79 Jocfer Bldg., Commonwealth Avenue, Diliman, Quezon City	
Delivery Period	15 days the date of Notice to Proceed	
	<b>PRICE QUOTATION</b>	
<p>After having carefully read and accepted your General Conditions, I/We quote on the item/s at price quoted above.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Print Name/Signature/Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Address</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Tel. No./Cellphone /Email Address</p>		