




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: Small Value Procurement	RFQ No. 2020-054		
End-User: GASS	Date: October 14, 2020		
Title of Program: TABLES AND CHAIRS BY LOT			
PR NO. 2020 -10-095			
Please quote your lowest price for the items/s listed below not later than October 22, 2020 subject to the following General conditions, and submit your quotation duly signed by your representative by email (ncmf.bac2016@gmail.com).			
TERMS AND CONDITIONS:			
<ol style="list-style-type: none"> 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: Valid PhilGEPS Registration Certificate, Valid Mayor's/ Business Permit, Tax Registration Certificate, Latest Income/Business Tax and Notarized Omnibus Sworn Statement. 2. Late submission of quotation shall not be accepted. 3. Price validity shall be for a period of sixty (60) calendar days. 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. 5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 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. 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. 8. The terms of payment shall be made through check payable to the supplier. 9. All quotations shall be INCLUSIVE OF VAT. 			
LOT No.	Description	No. of Unit/s	ABC
1	Sr. Executive Tables	1	P 15,000.00
2	Sr. Executive Chairs	4	32,000.00
3	Jr. Executive Tables	4	28,000.00
4	Jr. Executive Chairs	4	16,000.00
5	Computer Tables	4	10,000.00
6	Computer Chairs	4	6,000.00
7	Visitor's Chairs	4	10,000.00
8	Conference Table with chairs	1	20,000.00
9	Center Table	1	6,000.00
			P143,000.00

Place of Delivery: National Commission on Muslim Filipinos
79 Jocfer Bldg. Commonwealth Avenue, Diliman, Quezon City


TAHIR S. LIDASAN, JR., CESO II
Executive Director and BAC Chairman

	TECHNICAL SPECIFICATIONS	Comply/Not Comply
LOT 1 – SR. EXECUTIVE TABLES (1 unit) ABC: P15,000		
	Wooden Grain Table Top	
	Metal or Medium-density fibreboard (MDF) Body	
	Supplied with 1 pc. Side Cabinet, 1 pc. Mobile Cabinet	
LOT 2 – SR. EXECUTIVE CHAIRS (4 units) ABC: P32,000.00		
	Swivel-type, high backrest (at least 27")	
	With armrest	
	With titling adjustable gas lift mechanism	
	Material: Synthetic Leather + Chrome base	
	Color: black	
	Reclinable	
	5 prong star shape chair base with twin caster rollers	
LOT 3 – JR. EXECUTIVE TABES (4 units) ABC: P28,000.00		
	Rectangular Shaped desk	
	Wood Grain Table Top, Metal Body	
	Attached side drawer with key lock	
	Supplied with one (1) detached mobile pedestal drawer with key lock	
LOT 4 – JR. EXECUTIVE CHAIRS (4 units) ABC: P16,000.00		
	Swivel-type	
	With armrest	
	With titling adjustable gas lift mechanism	

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	5 prong star shape chair base with twincaster rollers	
	Color: Black	
LOT 5 – COMPUTER TABLES (4 units) ABC: P10,000.00		
	Sleek type	
	3-layers	
LOT 6 – COMPUTER CHAIRS (4 units) ABC : P 10,000.00		
	Swivel-type, low backrest	
	Fabric Upholstery	
	With tilting adjustable gas lift mechanism	
	5 prong star shape chair base with twincaster rollers	
LOT 7 – VISITOR'S CHAIRS (4 units) ABC: P10,000.00		
	Visitor's Chair with armrest	
	Mesh back	
	Fabric seat	
	Four-legged black coated metal leg	
LOT 8 – CONFERENCE TABLE WITH 6 CHAIRS (1 unit) ABC: P20,000.00		
	Medium-density fibreboard (MDF)	
	Six-seater Table	
	Low back/rest	
	Fabric/Leatherette upholstery	
LOT 9 – CENTER TABLE (1 unit) ABC: P6,000.00		
	Clear Tempered Glass Top	
	Clear/Frosted shelf	
	Medium-density fibreboard (MDF)	
<p>1. Payment</p> <p>100% payment upon completion of delivery, installation and submission of invoice, delivery challan, proof of warranty and delivery receipts.</p>		

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2. Delivery

15 days from the date of Notice to Proceed

Any fee, cost, and permit related to the delivery of item will be the responsibility of the bidder.

3. Warranty

All items are covered by warranty period specified in the technical specifications.

4. Penalty

Failure to deliver item(s) within specified delivery period, shall authorize the Commission to impose penalty subject to procurement law.

5. Force Majeure

- a. War, Strike, Riot, Flood, Earthquake, Storm, epidemic breakout, etc.
- b. Any governmental priorities
- c. Sabotage or omission of NCMF

	PRICE QUOTATION FOR LOT 1	
	PRICE QUOTATION FOR LOT 2	
	PRICE QUOTATION FOR LOT 3	
	PRICE QUOTATION FOR LOT 4	
	PRICE QUOTATION FOR LOT 5	
	PRICE QUOTATION FOR LOT 6	
	PRICE QUOTATION FOR LOT 7	
	PRICE QUOTATION FOR LOT 8	
	PRICE QUOTATION FOR LOT 9	

After having carefully read and accepted your General Conditions, I/We quote on the item/s at price quoted above.

Print Name/Signature/Date

Address

Tel. No./Cellphone /Email Address