



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	RFQ No. 2020-058
End-User: GASS	Date: October 15, 2020
Title of Program: PROCUREMENT OF PAPER SHREDDER PR NO. 2020-10-095	
Please quote your lowest price for the items/s listed below not later than <u>October 22, 2020</u> subject to the following General conditions, and submit your quotation duly signed by your representative by email (ncmf.bac2016@gmail.com) and/or personal delivery.	
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: <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>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.	

Item No.	DESCRIPTION	No. of Unit/s	ABC
1	PAPER SHREDDER	1 unit	P30,000.00


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

TECHNICAL SPECIFICATIONS		STATEMENT OF COMPLIANCE
Feed width	220 mm	
Shred capacity A4 70gsm	16 sheets	
Shred capacity A4 80 gsm	13 sheets	
Shred size	3.9 mm	
Security level	P-2, T-2, E-2	
Operation	Electronics	
Shred speed	6 m/min	
Waste volume	30 litres	
Db (A) when idle	49 db	
Motor	350 Watts	
Voltage	230 V	
Energy Saving Feature	Sleep mode and auto shut-down after 30 minutes	
Other Feature	Accept staples, paper clips, & credit cards	
Warranty	1 year Parts and Service	

1. Payment

100% payment upon completion of delivery, submission of invoice, delivery challan, proof of warranty, and delivery receipts.

2. Location Details

NCMF Central Office - 79 Jocfer Annex Building, Commonwealth Avenue, Diliman, Quezon City

3. Delivery

15 days from the date of Notice to Proceed

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

4. Warranty

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

<p>5. Penalty</p> <p>Failure to deliver item(s) within specified delivery period, shall authorize the Commission to impose penalty subject to procurement law.</p> <p>6. Force majeure (a) War, Strike, Riots, Flood, Earthquake, storm, epidemic breakout, etc. (b) Any government priorities (c) Sabotage or omission of NCMF</p>	
<p>PRICE QUOTATION</p>	
<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>	

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