



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. 2020-048
End-User: PLANNING SERVICE	Date: October 13, 2020
Title of Program: OFFICE EQUIPMENT	
PR NO. 2020-06-034	
Please quote your lowest price for the items/s listed below not later than October 20, 2020 subject to the following General conditions, and submit your quotation duly signed by your representative by email (ncmf.bac2016@gmail.com) or (lsodon@ncmf.gov.ph).	
TERMS AND CONDITIONS:	
<ol style="list-style-type: none">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>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 with complete requirements and complies with the specifications and other terms and conditions stated in the RFQ.Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).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.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.The terms of payment shall be made through check payable to the supplier.All quotations shall be INCLUSIVE OF VAT.	

Item No.	Description	No. of Unit	ABC
1	Photocopier Machine	1	P80,000.00
Place of Delivery: National Commission on Muslim Filipinos Region III – CARAGA Regional Office 106 WSL Building, T. Calo Extension, Butuan City			


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

	TECHNICAL SPECIFICATIONS	Comply/Not Comply
<u>PHOTOCOPIER MACHINE</u> <u>ABC: P80,000.00 1 unit</u>		
Function	Digital copier with Network Printing, Color Scanning and Network Fax	
Copy and Print Speed	40 copies per minute	
Resolution	300 dpi, 600 dpi, 1,200 dpi	
Warm-up time	17 sec or less	
Size	A4 – Legal	
Memory Capacity	512mb upgradeable to 1536mb	
Max Duty Cycle per	50,000 pages	
Input Capacity	750 sheets universal papers cassette and 100 sheets multi-purpose tray	
Document processor	50 sheets	
Printer Processor	800 MHz	
Port	USB 2.0	
Power Consumption	661W – copying, 1W – sleep mode	
Package	1 toner, and maintenance kit	
Warranty	1 year or 100,000 copies/print/scan/fax	

1. Payment

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

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		
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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