



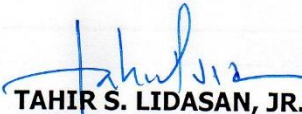
Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**

**BIDS AND AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION**

Revised NCMF RFQ Form 2020

Mode of Procurement: Small Value Procurement	<b>RFQ No. 2020-073</b>
End-User: GASS	Date: November 26, 2020
Title of Program: <b>PROCUREMENT OF NCMF LETTERHEAD</b>	
<b>PR NO. 2020 – 10-097</b>	
Please quote your lowest price for the items/s listed below not later than <b>December 01, 2020</b> subject to the following General conditions, and submit your quotation duly signed by your representative by email to <a href="mailto:bacsecretariat@ncmf.gov.ph">bacsecretariat@ncmf.gov.ph</a>	
<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>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.</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>	

Item.	Description	No. of Unit/s	ABC
1	<b>LEGAL LETTERHEAD</b> Full Color Logo Book 60gsm Size 8 1/2x13	190 reams	P 351,500.00
		<b>Total ABC</b>	<b>P351,500.00</b>
Place of Delivery : National Commission on Muslim Filipinos –General Services Division 79 Jocfer Bldg. Commonwealth Avenue, Diliman, Quezon City			

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

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

	<b>PRICE QUOTATION</b>	
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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



