



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

BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION No. 2021-017**

<b>MODE OF PROCUREMENT</b>	<b>Sec. 53.9 SMALL VALUE PROCUREMENT</b>		
<b>End-User: Planning Service</b>	<b>Date</b>	<b>03 May 2021</b>	
<b>Purpose: Procurement of Photocopier Machine</b>			
Please quote your lowest price for the items/s listed below not later than <b>10 May 2021</b> subject to the following General conditions, and submit your quotation duly signed by your representative by email: <a href="mailto:bacsecretariat@ncmf.gov.ph">bacsecretariat@ncmf.gov.ph</a> ; 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/Number, Valid Mayor's/ Business Permit, Tax Registration Certificate, Latest Income/Business Tax and Notarized Revised 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 <u>INCLUSIVE OF VAT.</u></b></li> </ol>			

Approved/Funded Purchase Request No. 2021- dated 2021

Item No.	Description	ABC	Quotation Price
1	<b>Photocopier Machine: Five (5) Units</b> <b>Function:</b> Digital copier with Network Printing, Color, Scanning and Network Fax <b>Copy and Print Speed:</b> 40 copies per minute <b>Resolution:</b> 300 dpi, 600 dpi, 1,200 dpi <b>Warm up time:</b> 17 sec or less <b>Size:</b> A4, legal <b>Memory Capacity:</b> 512mb upgradeable to 1536mb <b>Max Duty Cycle per:</b> 50,000 pages Input Capacity: 500 sheets max and 100 sheets multi-purpose tray Document Processor: 50 sheets	P330,000.00	

Printer Processor: 800 MHz		
Port: USB 2.0 and Ethernet		
Power Consumption: 661W-copying, 1W-sleep mode		
Package: 1 toner, and maintenance kit		
Warranty: 1 year or 100,000 copies/print/scan/fax		
<b>ABC: Three Hundred Thirty Thousand Pesos (P330,000.00)</b>		

  
**ATTY. ROLANDO T. ABO**  
 Director IV and BAC Vice-Chairman

**1. Payment**

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

**2. Delivery/Place**

15 days from the date of Notice to Proceed; NCMF-Central Office

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

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