



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2021-018

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

Approved/Funded Purchase Request No. 2021-03-0029 dated 19 March 2021

Item No.	Description	No. of Unit/s	Unit/cost	ABC	Quotation Price
1	Paper 4" x 5" (50's per pad)	2,000 pads	P55 .00	P110,000.00	
ABC: ONE HUNDRED TEN THOUSAND PESOS (P110,000.00)					


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

5 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