



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2021-030

MODE OF PROCUREMENT	Sec. 53.9 SMALL VALUE PROCUREMENT		
End-User: Planning Service	Date	May 25, 2021	
Purpose: Procurement of Photocopier Machine			
Please quote your lowest price for the items/s listed below not later than June 1, 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- 02-0010 dated 18 February 2021

Item No.	Description	ABC	Quotation Price
1	Photocopier Machine: One (1) Unit 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 max and 100 sheets multi-purpose tray Document Processor: 50 sheets	P80,000.00	

	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		
	Function: Digital copier with Network Printing, Color, Scanning and Network Fax		
ABC: Eighty Thousand Pesos (P80,000.00)			


ATTY. ROLANDO T. ABO
 Vice-Chairman, BAC

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