



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION No. 2023-019**

<b>Mode of Procurement: Small Value Procurement</b>	
<b>End-User: BLA</b>	<b>Date: 30 March 2023</b>
<b>Purpose: OFFICE EQUIPMENT -SHREDDER</b>	
<b>PR No.</b>	<b>CODE:</b>
Please quote your lowest price for the items/s listed below not later than <b>6 April 2023</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 accomplished the RFQ and submit on or before the deadline together with the following:               <ol style="list-style-type: none"> <li>a. <u>Valid PhilGEPS Registration Certificate/Number</u></li> <li>b. <u>Valid Mayor's/ Business Permit</u></li> <li>c. <u>Tax Registration Certificate</u></li> </ol> </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. All quotations shall be <b>INCLUSIVE OF VAT</b></li> </ol>	

LOT	Description	Comply/Not Comply	ABC	Price Quotation
1	Office Equipment Shredder -shreds continuously for 30 minutes -Separate CD bin design -8 sheets capacity -On/Off Forward-Auto reverse -Energy-Saving technology power off after 30 minutes of no use -Shred size: 2 x 12 mm -Can shred: Card, Paper Clip, Staple -Color: Black/White  <b>Mode of Payment:</b> <ul style="list-style-type: none"> <li>• Send bill arrangement payment thru LDDAP;</li> </ul>		<b>10,000.00</b>	

APPROVED BUDGET FOR THE CONTRACT (ABC):

**TEN THOUSAND PESOS (P10,000.00)**



**TAHIR S. LIDASAN, JR., CESO II**  
Chairman, BAC

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\_\_\_\_\_  
Signature over Printed Name of Representative/Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
PhilGEPS Registration Number (Platinum/Red)

\_\_\_\_\_  
Tel. No./Cellphone /Email Address

RFQ 2023-019 OFFICE EQUIPMENT -SHREDDER