




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**  
BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION No. 2024-002**

|  |                                    |
|--|------------------------------------|
| <b>Mode of Procurement : Shopping (Sec. 52)</b>  |                                    |
| <b>Purpose: Procurement of Office Supplies for the BAC Strategic Planning Workshop and PPMP Formulation for F.Y. 2024</b>  |                                    |
| <b>End-user – BAC</b>  | <b>Code (PAP): 100000100001000</b> |
| <b>PR No. 2024-01-0260</b>   | <b>Date: 05 January 2024</b>       |
| Please quote your lowest price for the items/s listed below not later than <b>12 January 2023</b> subject to the following terms and 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 at NCMF Central Office (Mondays-Fridays, 8:00AM – 5:00 PM at NCMF BAC Secretariat Office).   |                                    |
| <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 <b>required to accomplish this RFQ</b> 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></ol></li><li>2. <b>LATE SUBMISSION OF QUOTATION SHALL NOT BE ACCEPTED.</b></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></ol> <p>All quotations shall be <u>INCLUSIVE OF VAT.</u></p> |                                    |

| Item       | Description  | ABC              | Comply/Not Comply | QUOTATION PRICE |
|------------|--|------------------|-------------------|-----------------|
| 1          | <b>Office Supplies:</b><br>1. Notebook – 50 pcs.;<br>2. Ballpens (black) – 50 pcs;<br>3. Parchment paper - 2 packs;<br>4. Ink toner set (black, yellow, magenta, cyan) – 2 sets<br><br><b>Mode of Payment:</b><br>• Send bill arrangement. | <b>P5,000.00</b> |                   |                 |
| <b>ABC</b> | <b>FIVE THOUSAND PESOS (P5,000.00)</b>   |                  |                   |                 |


**23.753**  
**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 No. 2024-002 Shopping – Procurement of Office Supplies for the BAC Strategic Planning Workshop and PPMP Formulation for F.Y. 2024