



BAGONG PILIPINAS

Republic of the Philippines

OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON MUSLIM FILIPINOS

www.ncmf.gov.ph

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2024-06-001

MODE OF PROCUREMENT	Sec. 53.9 SMALL VALUE PROCUREMENT
End-User: NCMF SOUTH LUZON OFFICE	Date: 14 June 2024
Purpose: PROCUREMENT OF PRINTERS FOR OFFICE	
Please quote your lowest price for the items/s listed below not later than 18 June 2024 subject to the following general conditions, and submit your quotation duly signed by your representative by email: bacsecretariat.ncmfsl@gmail.com ; 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 accomplish this RFQ and submit together with the quotation on or before the deadline the following: Valid PhilGEPS Registration Certificate/Number, Valid Mayor's/ Business Permit, Tax Registration Certificate, Latest Income/Business Tax and Notarized Revised Omnibus Sworn Statement. 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 INCLUSIVE OF VAT. 	

Approved/Funded Purchase Request No. 2024-06-001
dated 03 June 2024

LOT	Description	ABC	Comply/Not Comply	QUOTATION PRICE
1	7 PRINTERS - PRINTER SPECIFICATIONS (Print,	P100,000.00		

	Copy, Scan, Fax, WIFI Direct) ADF A4 and Legal			
Approved Budget for the Contract: One Hundred Thousand Pesos (P100,000.00)				



ASMINAH D. PIMPING

Vice Chairman, NCMF South Luzon Regional Office 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- South Luzon Office, 2nd floor Fortunil Building, Manila East Road, Sitio Ilog Pugad Brgy. San Juan, Taytay, Rizal

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