



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
www.ncmf.gov.ph

REQUEST FOR QUOTATION

Date: **06 Dec 2024**
RFQ No. 2024-088

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____
TIN: _____
PhilGEPS Registration Number **(required)**: _____

The **NATIONAL COMMISSION ON MUSLIM FILIPINOS**, through its Bids and Awards Committee (BAC), intends to procure the **PRINTING OF CTM APPLICATION FORM, CUSTOMER SATISFACTION (CSAT) FORM, LFAD EVALUATION REPORT, AND LFAD RECEIVING LOG SHEET** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

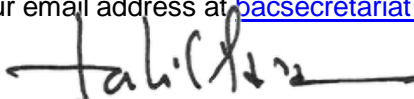
Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 5:00 PM of 11 December 2024** addressed to:

Bids and Awards Committee
79 Jocfer Annex Building., Commonwealth Avenue, Diliman, Quezon City, Philippines
Telephone No.: (02) 5322-3400/Tel. No. (02) 8952-4540
Email: bacsecretariat@ncmf.gov.ph

Pursuant to Appendix A “Documentary Requirement for Alternative Methods of Procurement of Annex “H: of 2016 revised IRR of RA No. 9184, **the following documents are required to be submitted along with your proposal on the above set deadline** and before the issuance of the Notice of Award (for documentary requirements with stamp certified true copies from the bidder)

Document	Remarks
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
Notarized Omnibus Sworn Statement (for ABC's above PHP50,000) (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract .
PhilGEPS	Submit PhilGEPS Registration Certificate/Number
Income/Business Tax Return	Submit for ABC's above PHP500,000.00

For any clarification, you may email us at our email address at bacsecretariat@ncmf.gov.ph



TAHIR S. LIDASAN JR., CESO II
Chairperson, Bids and Awards Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions.
- (3) **All technical specifications must be complied with.** Failure to comply with the requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bacsecretariat@ncmf.gov.ph.
- (5) **Quotations, including documentary requirements, received after the deadline shall not be accepted.** For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 3. Price quotation/s must be valid for a period of sixty (60) calendar days from the deadline of submission.
- 4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 6.. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 7. The item/s shall be delivered according to the accepted offer of the bidder.
- 8. 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.
- 9. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM	TECHNICAL SPECIFICATIONS	COMPLY/NOT COMPLY	REMARKS
1.	RISO Printing of CTM Application Form Paper: Book 50 Size: As Per Sample Color: Black Quantity/ Unit: 52 reams		
2.	RISO Printing of CSAT Form Paper: Book 50 Size: As Per Sample Color: Black Quantity/ Unit: 52 reams		

3.	RISO Printing of LFAD Evaluation Report Paper: Book 50 Size: As Per Sample Color: Black Quantity/ Unit: 22 reams		
4.	RISO Printing of LFAD Receiving Log Sheet Paper: Book 50 Size: As Per Sample Color: Black Quantity/ Unit: 22 reams		

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank’s LDDAP-ADA, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor’s account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Branch: _____

Please quote your **best offer** below. Please do not leave any blank items.

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APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
THIRTY-SEVEN THOUSAND PESOS (PHP37,000.00)	In Words: In Figures:

Signature over printed name

Position Title/Designation

Office Telephone No./Mobile No.

Email Address