



Republic of the Philippines  
Office of the President  
**NATIONAL COMMISSION ON MUSLIM FILIPPINOS**  
National Capital Region  
3<sup>rd</sup> Flr. Bookman Bldg., 373 Quezon Ave., Quezon City

**REQUEST FOR QUOTATION (RFQ)**

PR No.	2025-004	RFQ No.	2025-004
PR Date	February 03, 2025	PhilGEPS Ref. No.	
End User	NCMF-NCR	Closing Date	February 19, 2025
ABC	Php 88,830.00	Closing Time	3:00 PM

Sir/Madam:

The National Commission on Muslim Filipinos – National Capital Region (NCMF-NCR), through the authority of its Regional Bids and Awards Committee (RBAC), will undertake an Alternative Method of Procurement through Small Value Procurement (Section 53.90) for the goods and services below intended for the **PSA Civil Registry Advocacy Campaign and Mobile Registration**, in accordance with the Small Value Procurement of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The NCMF-NCR hereinafter referred to as “Purchaser” now request submission of a price quotation for the subject below.

PR NO.	QTY.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC) Inclusive of VAT
		Tarpaulin	Php 4,200.00
	1 pc	8 Ft x 10.5 Ft, Tarpaulin	
	3 pcs	4 ft x 7 ft, Tarpaulin	
		Risograph, printed materials	Php 1,950.00
	1 ream	2-fold leaflets, A4, back to back, risograph	
	1 ream	1-page risograph, long	
		Acrylic plaques	Php 2,000.00
	2 pcs	Acrylic Plaques, 4.5"x8.5"	
		Office Supplies	Php 10,680.00
	3 reams	A4 Bond Paper 70gsm	
	3 reams	Long Bond Paper 70gsm	
	80 pcs.	Multi-Purpose Paper 170gsm	
	300 pcs	Ballpen Black	
	1 set (4 bottles/set )	Epson Ink bottle refill	
	300 pcs	Brown envelope long	
	2 pcs	stapler	
	1 box	staplerwire	
	4 pcs	Expandable envelope long	
	20 pcs.	Long White folder	
	1pc	masking tape 48mm x20 yd	
	1pc	white glue 130 gms	
	1 set	binder clip 1" 1 set (8 pcs)	
	1 box	paper clip 50 mm nickel 80 pcs/box	
	1 box	Metal fastener 7 cm	
	5 pcs	certificate holder, letter/ A4	
		Lunch meals and snacks; AM	Php 67,000.00
	330 pax	<ul style="list-style-type: none"> <li>• 2 viands, veggies, rice, bottled waters for lunch</li> <li>• No pork or any derivatives</li> <li>• pasta w/mini-chicken, pancit w/ bread, and bottled water for snacks</li> </ul>	
		Snacks/ refreshment	Php 3,000.00
	30 pax	bread (mamon) and juice drinks); PM	
		<b>Total</b>	<b>Php 88,830.00</b>



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Award of contract shall be made to the bidder with the lowest quotation for the subject which complies with the minimum technical specifications and other terms and conditions stated herein.

Prospective bidders shall accomplish and submit duly signed Price Quotation Form (PQF) not later than the date above-stated at the NCMF-NCR, 373 Bookman Bldg., Quezon Ave., Quezon City. Open submission may be done manually or through email: [ncmfncr2010@gmail.com](mailto:ncmfncr2010@gmail.com) or Fax No. (02) 711-6112. **The attached form is the only acceptable form as prescribed by NCMF.**

NCMF-NCR Conditions of Sale:

1. All items may be handwritten or typewritten;
2. Price validity shall be attached upon submission of quotation;
3. Delivery schedule: The winning bidder must deliver the items on or before February 27, 2025.
4. Site: **373 Bookman Bldg., Quezon Avenue, Quezon City.**

Any alterations, erasures, or overwriting shall be valid only if they are signed or initiated by the bidder or his/her duly authorized representative.

The NCMF reserves the right to accept or reject any bid, to annul bidding process, and to reject all bids at any time prior to contract award, without thereby incurring liability to the affected bidder or bidders.

  
**HIENTJIE T. PANOTOLAN**  
ACTING CHIEF, MSD

CONFORME:

  
**AL-JOMER P. ALI**  
BAC CHAIRMAN