



REQUEST FOR QUOTATION (RFQ)

PR No.	2025-10	RFQ No.	2025-10
PR Date	April 10, 2025	PhilGEPS Ref. No.	
End User	NCMF-NCR	Closing Date	May 2, 2025
ABC		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 for the **ITEMS** described below, 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 items below.

PR NO.	QTY.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC) Inclusive of VAT
		Office Supplies	
	3 reams	A4 Bond Paper 70gsm	₱ 750.00
	3 reams	Long Bond Paper 70gsm	₱ 870.00
	3 packs.	Multi-Purpose Paper 170gsm	₱ 180.00
	200 pcs	Ballpen Black	₱ 2,000.00
	1 set (4 bottles/set)	Epson Ink bottle refill	₱ 1,160.00
	200 pcs	Brown envelope long	₱ 1,600.00
	1pc.	stapler	₱ 350.00
	1 box	staplerwire	₱ 100.00
	10 pcs	Expandable envelope long	₱ 300.00
	20 pcs.	Long White folder	₱ 300.00
	1pc	masking tape 48mm x20 yd	₱ 180.00
	1 set	binder clip 1" 1 set (8 pcs)	₱ 30.00
	1 box	paper clip 50 mm nickel 80 pcs/box	₱ 35.00
	5 pcs	Certificate folder, A4/letter	P 300.00
	1 pc	White board 30"x 24"	P 950.00
	3 pcs	White board marker	P 60.00
	3 pcs	Permanent marker	P 60.00
	1 pc	Scissor Large	P 200.00
		Subtotal	P 9425.00
		Tarpaulin prints	
	1 pc	Tarpaulin, 6ft x 12 ft	P 2,000.00
	1 pc	Tarpaulin, 4ft x 7ft	P 800.00
	3 pcs	Tarpaulin, 4ft x 7ft	P 2,400.00
		Subtotal	P 5,200.00
		Printing of Acrylic Plaques	
	2 pcs	Acrylic Plaques, 4.5" x 8.5"	P 2,000.00
		Subtotal	P 2,000.00
		Risograph Printing of Printed Materials (flyers & forms)	



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NATIONAL COMMISSION ON MUSLIM FILIPINOS
NATIONAL CAPITAL REGION



	1 ream	2 folds leaflets, A4, back to back	P 1,300.00
	1 ream	One-page forms, long	P 650.00
		Subtotal	P 1,950.00
		Meals, Snacks, and Refreshment	
	340 pax	Meals, snacks, and refreshment	P 67,000.00
		Subtotal	P 67,000.00
		Total	P 85,575.00

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 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 January 30, 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:


MA. LINA U. BATACAN
BAC CHAIRMAN

