



Republic of the Philippines
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON MUSLIM FILIPINOS

www.ncmf.gov.ph

REQUEST FOR QUOTATION

Date: May 02, 2025
RFQ No. 2025-042

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 **PROCUREMENT OF NCMF WEBSITE REVAMP** 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 3:00 PM of May 9, 2025** addressed to:

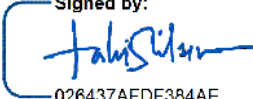
Bids and Awards Committee

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 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 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

Signed by:

026437AFDF384AE...
TAHIR S. LIDASAN JR., CESO II
Chairperson, Bids and Awards Committee

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.	Tasks of the Website Revamp Provider: <ul style="list-style-type: none">Convert an existing wireframe to a web design.Convert the created web design to a WordPress Custom Theme.Create necessary functions for the website such as Calendar of Events and Search Functionality.Provide a Staging Server.Migrate existing website data to the newly created WordPress Custom Theme.Provide and deploy to the Production Server with inclusion of 3 years of hosting services.Provide User and Admin Training.Transfer technology and knowledge to the MISD and PRD		

	<p>Detailed Tasks of the Website Revamp Provider:</p> <ol style="list-style-type: none">1. The provider must provide the website's overall design based on the wireframe given by the PRD and MISD. Coordination is necessary to finalize the web design.2. Convert the finalized web design into a WordPress Custom Theme that is mobile responsive up to a minimum of a 4-inch screen viewport.3. Build all necessary features/functions for the website, such as Calendar of Events and Search Functionality.4. Use Bootstrap (latest stable version), CSS, HTML5, and JavaScript for the front-end technology of the WordPress Custom Theme. Coordinate with MISD and PRD for any additional technologies or plugins.5. Migrate old website data into the newly created WordPress Custom Theme. The provider will conduct the migration with possible assistance from MISD and PRD.6. Turn over all source code and web design to MISD and PRD once production deployment is done.7. Prioritize the work deadline. The 1-year warranty will start after the specified work deadline.8. Provide a Staging Server for checking and debugging when presenting to MISD and PRD.9. Provide and deploy the final website to the production server.10. Provide training on User and Admin management.11. Ensure that the NCMF owns all rights to the source code and design or any other output produced by the provider team.12. Ensure that all website design elements, such as icons and graphics, are original works of the provider. Any violation of intellectual property will be the provider's liability.13. The website design, icons, graphics, and other materials produced by provider must be completely turned over to the		
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	<p>NCMF and shall be owned by the Commission.</p> <p>14. Upon completion of service from the provider, all data that is shared between the provider and NCMF through, including but not limited to, digital, physical, email, and notes that are not owned by the provider must be deleted.</p> <p>15. The provider must provide the number of people and their role working in the project. This will be discussed with the NCMF and the PRD.</p> <p>16. The provider must provide technology and knowledge transfer to the MISD and PRD with the goal of seamless website maintenance such as but not limited to modifying the website theme design, code review on how the website functions work, database table review for functions and any other related concerns to website overall development.</p> <p>17. Before the project starts, the provider must sign a non-disclosure agreement with the NCMF and must provide the project timeline that will be the basis for the payment terms.</p> <p>18. The Website Revamp Team is composed of personnel from MISD and PRD.</p> <p>a. Management Information System Division</p> <ul style="list-style-type: none">• Mr. Abdulaziz P. Abubakar, Chief/ITO III• Ms. Latasha Q. Carreon, CTMT III <p>b. Public Relations Division</p> <ul style="list-style-type: none">• Mr. Ramah Dan R. Aguam, Chief/INFO V• Ms. Ana Shahani B. Batua, INFO IV• Mr. Monaim B. Malawani, INFO III		
2.	<p>Composition and Qualifications of the Provider: The provider must have a team with the following qualifications:</p> <p>1. Project Manager: At least 3 years of project management experience in developing WordPress websites.</p> <p>2. Senior Developer: At least 2 years of web development</p>		

	<p>experience specializing in WordPress custom theme development and plugin integration.</p> <p>3. Junior Developer: At least 1 years of web development experience specializing in WordPress custom theme development and plugin integration.</p> <p>4. Graphics Design Artist: At least 1 years of graphic design experience specializing in web design and proficiency in Adobe tools.</p>		
3.	<p>Order Fulfillment</p> <p>Address: National Commission on Muslim Filipinos 79 Jocfer Annex Building, Commonwealth Avenue, Diliman, Quezon City</p> <p>Date: Not later than 31 August 2025</p>		
4.	<p>Warranty</p> <p>Effectivity of the warranty will begin after the outsource development team is provided with a User Acceptance Certificate by the NCMF and must be at least 1 year.</p>		
5.	<p>INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS</p> <ul style="list-style-type: none">• The supplier must specialize in website development, particularly WordPress Development.• The supplier must have a minimum of three (3) years in operation and produced quality materials for their clients.• The supplier must have PHILGEPS registration, Business or Mayor's permit, ITR, and Omnibus Sworn Statement.• Must accept 'send bill' payment terms.		
6.	<p>EVALUATION PROCESS</p> <ul style="list-style-type: none">• Evaluation of the service will be done through acceptance and inspection by the Inspection and Acceptance Team and the End-user shall follow the specified payment terms indicated in section IX of the Terms of Reference.		

7.	PAYMENT TERMS <ul style="list-style-type: none">100% Payment shall be made upon issuance of certification that the Service has been rendered or delivered in accordance with the signed contract and accomplishments set in the project timeline made by the supplier and approved by the end-user.		
8.	MODE OF PAYMENT: <ul style="list-style-type: none">Send bill arrangement payment thru LDDAP		

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.

PROCUREMENT OF NCMF WEBSITE REVAMP

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
FIVE HUNDRED THOUSAND PESOS (Php 500,000.00)	In Words: _____ _____ _____ In Figures: _____ _____ _____ _____

Signature over printed name

Position Title/Designation

Office Telephone No./Mobile No.

E-mail Address



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**REVISED TERMS OF REFERENCE
FOR THE PROCUREMENT OF NCMF WEBSITE REVAMP**

I. BACKGROUND

The Management Information System Division (MISD) in cooperation with the Public Relations Division (PRD) is responsible for enhancing the online presence of NCMF. The goal is to ensure the website effectively communicates the commission's mission, services, and initiatives to the public.

As part of its function, specifically in website maintenance, NCMF is seeking an outsource service to revamp the NCMF website.

II. PURPOSE OF THE PROCUREMENT

The main purpose of the website revamp is to enhance the existing WordPress website, create a new WordPress website theme, re-arrange the content of the website, design, improve user experience, and integrate the latest web technologies to create a professional and user-friendly platform.

III. TECHNICAL SPECIFICATIONS

A. Tasks of the Website Revamp Provider:

- Convert an existing wireframe to a web design.
- Convert the created web design to a WordPress Custom Theme.
- Create necessary functions for the website such as Calendar of Events and Search Functionality.
- Provide a Staging Server.
- Migrate existing website data to the newly created WordPress Custom Theme.
- Provide and deploy to the Production Server with inclusion of 3 years of hosting services.
- Provide User and Admin Training.
- Transfer technology and knowledge to the MISD and PRD.

Detailed Tasks of the Website Revamp Provider:

1. The provider must provide the website's overall design based on the wireframe given by the PRD and MISD. Coordination is necessary to finalize the web design.
2. Convert the finalized web design into a WordPress Custom Theme that is mobile responsive up to a minimum of a 4-inch screen viewport.
3. Build all necessary features/functions for the website, such as Calendar of Events and Search Functionality.

4. Use Bootstrap (latest stable version), CSS, HTML5, and JavaScript for the front-end technology of the WordPress Custom Theme. Coordinate with MISD and PRD for any additional technologies or plugins.
5. Migrate old website data into the newly created WordPress Custom Theme. The provider will conduct the migration with possible assistance from MISD and PRD.
6. Turn over all source code and web design to MISD and PRD once production deployment is done.
7. Prioritize the work deadline. The 1-year warranty will start after the specified work deadline.
8. Provide a Staging Server for checking and debugging when presenting to MISD and PRD.
9. Provide and deploy the final website to the production server.
10. Provide training on User and Admin management.
11. Ensure that the NCMF owns all rights to the source code and design or any other output produced by the provider team.
12. Ensure that all website design elements, such as icons and graphics, are original works of the provider. Any violation of intellectual property will be the provider's liability.
13. The website design, icons, graphics, and other materials produced by provider must be completely turned over to the NCMF and shall be owned by the Commission.
14. Upon completion of service from the provider, all data that is shared between the provider and NCMF through, including but not limited to, digital, physical, email, and notes that are not owned by the provider must be deleted.
15. The provider must provide the number of people and their role working in the project. This will be discussed with the NCMF and the PRD.
16. The provider must provide technology and knowledge transfer to the MISD and PRD with the goal of seamless website maintenance such as but not limited to modifying the website theme design, code review on how the website functions work, database table review for functions and any other related concerns to website overall development.
17. Before the project starts, the provider must sign a non-disclosure agreement with the NCMF and must provide the project timeline that will be the basis for the payment terms.
18. The Website Revamp Team is composed of personnel from MISD and PRD.
 - a. Management Information System Division
 - Mr. Abdulaziz P. Abubakar, Chief/ITO III
 - Ms. Latasha Q. Carreon, CTMT III

b. Public Relations Division

- Mr. Ramah Dan R. Aguam, Chief/INFO V
- Ms. Ana Shahani B. Batua, INFO IV
- Mr. Monaim B. Malawani, INFO III

B. Composition and Qualifications of the Provider: The provider must have a team with the following qualifications:

1. Project Manager: At least 3 years of project management experience in developing WordPress websites.
2. Senior Developer: At least 2 years of web development experience specializing in WordPress custom theme development and plugin integration.
3. Junior Developer: At least 1 years of web development experience specializing in WordPress custom theme development and plugin integration.
4. Graphics Design Artist: At least 1 years of graphic design experience specializing in web design and proficiency in Adobe tools.

C. Order Fulfillment

Address	National Commission on Muslim Filipinos 79 Jocfer Annex Building, Commonwealth Avenue, Diliman, Quezon City
Date	Not later than 31 August 2025

D. Warranty

Effectivity of the warranty will begin after the outsource development team is provided with a User Acceptance Certificate by the NCMF and must be at least 1 year.

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement (SVP).

V. NATURE OF PROCUREMENT

The nature of procurement will be classified as "Goods and Services."

VI. SOURCE OF FUNDS AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund: General Appropriations Act of 2025

Approved budget for the contract: **P500,000.00**

VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

- The supplier must specialize in website development, particularly WordPress Development.
- The supplier must have a minimum of three (3) years in operation and produced quality materials for their clients.
- The supplier must have PHILGEPS registration, Business or Mayor's permit, ITR, and Omnibus Sworn Statement.
- Must accept 'send bill' payment terms.

VIII. EVALUATION PROCESS

Evaluation of the service will be done through acceptance and inspection by the Inspection and Acceptance Team and the End-user shall follow the specified payment terms indicated in section IX of this document.


IX. PAYMENT TERMS

100% Payment shall be made upon issuance of certification that the Service has been rendered or delivered in accordance with the signed contract and accomplishments set in the project timeline made by the supplier and approved by the end-user.

Prepared by:


LATASHA Q. CARREON
CTMT III, MISD

Recommending Approval:


ABDULAZIZ P. ABUBAKAR
Chief, MISD

Approved by:


HAIDEE V. AMPATUAN, MNSA
Director III, Planning Service