



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION NATIONAL CAPITAL REGION**  
QCU Philippine Metalcasting Association, Inc. Bldg.  
673 Quirino Hwy, Brgy. San Bartolome, Novaliches, Quezon City, Metro Manila 1116

**REQUEST FOR QUOTATION**

Date: February 5, 2026  
P.R. No. : 2026-02-027  
Quotation No: CHED-NCR RFQ2026-02-008

REQUISITIONING OFFICE/END USER	ADMINISTRATIVE UNIT
APPROVED BUDGET FOR THE CONTRACT (ABC)	₱52,499.97
FUNDING SOURCE	GAA FUND

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

Conditions of this RFQ, stating the shortest time of delivery and submit your SEALED quotation duly signed by your representative at the Bids and Awards Committee, CHED-NCR QCU Philippine Metalcasting Association, Inc. Bldg., 673 Quirino Hwy, Brgy. San Bartolome, Novaliches, Quezon City, Metro Manila 1116 or through electronic mail at bac.ncr@ched.gov.ph not later than 9:00 am of March 9, 2026. For more information, please call the BAC Secretariat at telephone no: 8403-2196.

CAROLYN DM. SAMBAS  
BAC Secretariat

**Terms and Conditions:**

1. All Entries must be typewritten or legibly written.
2. Delivery Period within 7 calendar days.
3. Warranty shall be for a period of six ( 6 ) months for supplies and materials, one ( 1 ) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 60 calendar days.
5. Supplier shall submit the following:
  - 5.1 SEC or DTI Certificate of Registration
  - 5.2 Valid Mayor's/Business Permit
  - 5.1 PhilGEPS Registration Certificate
  - 5.3 Original brochures of the items offered showing its per characteristics or certifications, if applicable.


Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
	LOT	Procurement of Hanging and Wall-Mounted Office Signages for various units/sections of CHED NCR  General Requirements - Font Color Black - Background Color White - Design, text, and layout subject to CHED-NCR approval	1		
1	PC	SPECIAL ORDER UNIT  Specifications: Hanging Signage (Front and Back) Material: Acrylic Board and Vinyl Lettering Thickness: Minimum of 3 mm Size: 210 x 297 mm equivalent to A4 size Ceiling-mounted using: Steel wire - Complete with anchors, hooks, clamps, and all necessary hardware - Must be safely suspended, level, and suitable for indoor use	1		
2	PC	UNIFAST UNIT  Specifications: Hanging Signage (Front and Back) Material: Acrylic Board and Vinyl Lettering Thickness: Minimum of 3 mm Size: 210 x 297 mm equivalent to A4 size Ceiling-mounted using: Steel wire - Complete with anchors, hooks, clamps, and all necessary hardware - Must be safely suspended, level, and suitable for indoor use	1		

3	PC	<p>LGS UNIT</p> <p>Specifications:</p> <p>Hanging Signage (Front and Back)  Material: Acrylic Board and Vinyl Lettering  Thickness: Minimum of 3 mm  Size: 210 x 297 mm equivalent to A4 size  Ceiling-mounted using: Steel wire  - Complete with anchors, hooks, clamps, and all necessary hardware  - Must be safely suspended, level, and suitable for indoor use</p>	1		
4	PC	<p>MIS UNIT</p> <p>Specifications:</p> <p>Hanging Signage (Front and Back)  Material: Acrylic Board and Vinyl Lettering  Thickness: Minimum of 3 mm  Size: 210 x 297 mm equivalent to A4 size  Ceiling-mounted using: Steel wire  - Complete with anchors, hooks, clamps, and all necessary hardware  - Must be safely suspended, level, and suitable for indoor use</p>	1		
5	PC	<p>TECHNICAL DIVISION UNIT</p> <p>Specifications:</p> <p>Hanging Signage (Front and Back)  Material: Acrylic Board and Vinyl Lettering  Thickness: Minimum of 3 mm  Size: 210 x 297 mm equivalent to A4 size  Ceiling-mounted using: Steel wire  - Complete with anchors, hooks, clamps, and all necessary hardware  - Must be safely suspended, level, and suitable for indoor use</p>	1		
6	PC	<p>ADMINISTRATIVE OFFICE</p> <p>Specifications:</p> <p>Wall-Mounted  White Acrylic Base (5"x14") Embossed black letters  - Installed on walls using industrial-grade adhesive  - Must be securely mounted, properly aligned, and non-intrusive</p>	1		
7	PC	<p>RESTROOM (Arrow pointing to right side)</p> <p>Specifications:</p> <p>Wall-Mounted  White Acrylic Base (5"x14") Embossed black letters  - Installed on walls using industrial-grade adhesive  - Must be securely mounted, properly aligned, and non-intrusive</p>	1		
8	PC	<p>CMSP &amp; ESTATISTIKOLAR UNIT</p> <p>Specifications:</p> <p>Wall-Mounted  Material: Sintra Board  Thickness: Minimum of 3 mm  Size: 5" x 14"  - Installed on walls using industrial-grade adhesive  - Must be securely mounted, properly aligned, and non-intrusive</p>	1		
9	PC	<p>PUBLIC ASSISTANCE AND COMPLAINT DESK (PACD)</p> <p>Specifications:</p> <p>Wall-Mounted  Double-sided Flag Signage  Material: 3mm acrylic sheet with digital vinyl print and a PVC wall bracket  Size: 210 x 297 mm equivalent to A4 size</p>	1		

10	PC	<p>THIS WAY TO (Arrow pointing to left side)</p> <ul style="list-style-type: none"> <li>- Director's Office</li> <li>- Technical Division</li> <li>- Student Services Unit</li> <li>- Unifast Unit</li> <li>- MIS Unit</li> <li>- Transnational Higher Education (TNHE) Unit</li> <li>- Local Graduate Studies (LGS) Unit</li> </ul> <p>Specifications:</p> <p>Wall-Mounted  Material: Sintra Board  Thickness: Minimum of 3 mm  Size: 297x 420 mm, equivalent to A3 size  - Installed on walls using industrial-grade adhesive  - Must be securely mounted, properly aligned, and non-intrusive</p>	1		
11	PC	<p>THIS WAY TO (Arrow pointing to right side)</p> <ul style="list-style-type: none"> <li>- Budget &amp; HR Unit</li> <li>- Records Unit</li> <li>- Accounting Unit</li> <li>- Supplies Unit</li> <li>- CHED Merit Scholarship Program (MSRS) Unit</li> <li>- Public Assistance &amp; Complaint Desk (PACD)</li> <li>- COA - NCR Office</li> </ul> <p>Specifications:</p> <p>Wall-Mounted  Material: Sintra Board  Thickness: Minimum of 3 mm  Size: 297x 420 mm, equivalent to A3 size  - Installed on walls using industrial-grade adhesive  - Must be securely mounted, properly aligned, and non-intrusive</p>	1		
Mode of Payment: Send Bill, No down payment, Free delivery, Accepts Landbank Check for payment					
Quotation should be VAT inclusive					
				<b>GRAND TOTAL</b>	
***NOTHING FOLLOWS***					

After having carefully read and accepted your General Condition, I / We quote you on the item/s at prices noted above.

Canvassed By:

  
MICA LUZIELLE S. VIDAD  
Authorized Canvasser

Printed Name / Signature

Position/Designation

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

1. Quotations and other requirements stated below shall be submitted to the Commission on Higher Education-NCR, Quezon City, Philippines on the date and time stated in this RFQ.

2. Supplier shall submit the following requirements :

- a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Pesos. Statement of Compliance must be accomplished by supplier
- b. Valid Mayor's Permit
- c. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable.

Price validity shall be 60 calendar days from the deadline of submission of quotation.

#### Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

#### Award

The supplier that submitted the lowest calculated responsive quotation, and passed the ocular inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

#### Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements (Technical Specifications)
3. Price

#### Instructions

1. Supplier shall be responsible for the (source (s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in CHEDNCR future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A.9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

#### Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the Purchased goods/services/equipment.

#### Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

#### Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

#### **PhilGEPS INFORMATION:**

PhilGEPS Solicitation No. CHED-NCR RFQ2026-02-008

Reference No. 12827555

Published Date: March 5, 2026

Closing Date: March 9, 2026 - 9:00 AM