



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA), through its Regional Office Bids and Awards Committee (ROBAC), intends to procure office supplies which will be undertaken in accordance with Section 52.1(b) of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Name of Project	Ref. No. R3-2020-G-03: Procurement of Office Supplies for NHA Region III Office
Brief Description	Office Supplies
Location	NHA Region III Office, Brgy. Maimpis, City of San Fernando, Pampanga
Approved Budget for the Contract (ABC)	Nine Hundred Seventy-One Thousand Three Hundred Seventy-Six and 80/100 Pesos (Php 971,376.80)
Source of Fund	MOOE
Contract Duration	Ten (10) days upon receipt of Purchase Order (P.O)


Interested Service Provider/s are required to submit certified true copy of the following documents:

- Mayor's/ Business Permit; and
- PhilGEPS Registration Number

Award of contract shall be made to the lowest quotation, which complies with the Items description. The Service Providers offer or quote above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotations may be submitted manually at the Region III Office, Annex Building, National Housing Authority, Elliptical Road, Diliman, Quezon City or through email on or before August 27, 2020 not later than 10:00 a.m. at the email address and contact number indicated below.

For any clarification, you may contact Ms. Ofelia T. Susi at Tel. No. (045) 963-0153 or (045) 860-3952, email address at nhareq3@yahoo.com or ro3bac@gmail.com.



RAMON S. PARAGAS
Chairperson, ROBAC
District Manager, Bulacan District Office

Annex “A”

Instructions:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Failure to comply with any of the requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Procurement Project		Approved Budget for the Contract		
Procurement of Office Supplies for NHA Region III Office		Nine Hundred Seventy-One Thousand Three Hundred Seventy-Six and 80/100 Pesos (Php 971,376.80) inclusive of taxes		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	Office Supplies			
Delivery				
a) Place: NHA Region III Office, Brgy. Maimpis, City of San Fernando, Pampanga b) Period/Duration: Ten (10) days upon receipt of Purchase Order (P.O)				
*****nothing follows*****				

YOUR QUOTATION					
ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Acetate, .075mm thickness	9	roll		
2	Ballpen, Black	200	pc		
3	Ballpen, Blue	360	pc		
4	Carbon Film, Legal, Black	4	pack		
5	Carbon Film, Legal Blue	2	box		
6	Cartolina, Assorted	6	pack		
7	Continuous Form, 1ply, Short	103	box		
8	Continuous Form, 1ply, Legal	103	box		
9	Continuous Form, 2ply, Short	98	box		
10	Continuous Form, 2ply, Legal	98	box		
11	Continuous Form, 3ply, Short	85	box		
12	Continuous Form, 3ply, Legal	85	box		
13	Continuous Form, 4ply, Short	12	box		
14	Continuous Form, 4ply, Legal	12	box		
15	Correction Tape, 10m	145	pc		
16	Cutter Blade, Big	2	pack		
17	Double Clip, 3/4"	30	box		
18	Double Clip, 1"	30	box		
19	Double Clip, 1.5"	15	box		
20	Double Clip, 2"	10	box		
21	Envelope, Expanding	1	box		
22	Envelope, White, Legal (Letters)	2	pack		
23	Envelope, White, Legal (Window)	2	pack		
24	Envelope, Brown, Legal, 100s	4	box		
25	Envelope, Brown, Short, 100s	1	box		
26	Fastener, Metal, 70mm between prongs	165	box		
27	Folder, Expanding, Legal	75	box		
28	Folder, Legal, 100s/pack	43	pack		
29	Highlighter, Assorted Colors	10	pc		
30	GelPen Blue, 0.5	45	pc		
31	GelPen Black, 0.5	40	pc		
32	Glue, 130g	34	bottle		
33	Marker, Permanent, Black	20	pc		

34	Official Cashbook, General Form No. 51(A)	3	book		
35	Official Cashbook, General Form No. 104	3	book		
36	Paper Clip, 32mm	75	box		
37	Paper Clip, 48mm	10	box		
38	Paper, A4, 80gsm	150	ream		
39	Paper, Legal, 80gsm	125	ream		
40	Paper, Pad, Ruled	49	pad		
41	Paper Photo	2	pack		
42	Paper, Sticker, Non-Gloss	2	pack		
43	Pencil	32	box		
44	Post-It-Note, Assorted Colors	60	pad		
45	Record Book, 300pages	45	book		
46	Record Book, 500pages	40	book		
47	Ribbon, Electric Typewriter, AX200/AX210	35	pc		
48	Rubber band, No.18	70	box		
49	Sign Pen, Blue, 0.5mm	125	pc		
50	Stapler, Heavy Duty	1	pc		
51	Stamp Pad, Big	2	pc		
52	Stamp Pad Ink, Purple	25	bottle		
53	Sticker Paper	5	pack		
54	Tape, Double Sided, 1/2"	20	roll		
55	Tape, Double Sided, 1"	4	roll		
56	Tape, Double Sided, 1", with foam	4	roll		
57	Tape, Scotch Tape/Clear, 1"	65	roll		
58	Tape, Packaging, 2"	10	roll		
59	Tape, Masking, 1"	40	roll		
60	Flash Drive, 16GB	2	pc		
61	Keyboard (Computer)	3	pc		
62	Mouse (Computer)	3	pc		
63	Uninterruptible Power Supply (UPS)	3	pc		
	TOTAL				

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NHA shall adopt and employ “draw lots” as the tie-breaking method to finally determined the single winning provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The NHA shall have the right to inspect and/or test the goods to confirm their conformity with the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NHA shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed name

Position/Designation

Company Name

Company Address

Office Telephone No./Fax No.

Mobile Phone No.

Email address/es