



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA), through its Regional Office Bids and Awards Committee (ROBAC), intends to procure janitorial 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-05: Procurement of Janitorial Supplies for NHA Region III Office |
| Brief Description | Janitorial Supplies |
| Location | NHA Region III Office, Brgy. Maimpis, City of San Fernando, Pampanga |
| Approved Budget for the Contract (ABC) | One Hundred Thirty-Four Thousand Five Hundred Ninety-Four and 87/100 Pesos (Php 134,594.87) |
| 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 Janitorial Supplies for NHA Region III Office | | One Hundred Thirty-Four Thousand Five Hundred Ninety-Four and 87/100 Pesos (Php 134,594.87) inclusive of taxes | | |
| No. | Item Description | Compliance | | Remarks |
| | | Yes | No | |
| Specifications: | | | | |
| 1 | Janitorial 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 | Air Freshener, Aerosol Type, 280/150g | 60 | can | | |
| 2 | Alcohol, Ethyl, 70% Solution, 500ml | 375 | bottle | | |
| 3 | Broom, Tambo, Tiger Grass | 40 | pc | | |
| 4 | Broom, Stick | 23 | pc | | |
| 5 | Car Freshener | 84 | can | | |
| 6 | Detergent Powder, 500g | 115 | pouch | | |
| 7 | Dishwashing Liquid, 4-1, 45ml | 88 | sachet | | |
| 8 | Disinfectant Spray, Aerosol Type, 550g | 24 | can | | |
| 9 | Mop Head | 36 | pc | | |
| 10 | Mop Handle | 21 | pc | | |
| 11 | Rags, All-purpose | 140 | kg | | |
| 12 | Rags, Pranela, 6s | 10 | pc | | |
| 13 | Rags, Doormat | 45 | pc | | |
| 14 | Scouring Pad (Mini Scrub) | 60 | pc | | |
| 15 | Toilet Cleanser, 1 liter | 80 | bottle | | |
| 16 | Toilet Tissue Paper, 2 Ply, Eco Hygiene, 12s | 51 | pack | | |
| 17 | Trash bag, plastic, M, 10s | 120 | roll/pack | | |
| 18 | Bleach, Lemon, 1 gal | 105 | bottle | | |
| | 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