



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA), through its Regional Office Bids and Awards Committee (ROBAC), intends to procure computer supplies and consumables 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-04: Procurement of Computer Supplies and Consumables for NHA Region III Office
Brief Description	Computer Supplies and Consumables
Location	NHA Region III Office, Brgy. Maimpis, City of San Fernando, Pampanga
Approved Budget for the Contract (ABC)	Eight Hundred Forty-Two Thousand Nine Hundred Ninety-Nine Pesos (Php 842,999.00)
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 with Official Receipt (OR);
- PhilGEPS Registration Number; and
- Certificate of Registration from BIR

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 November 6, 2020 not later than 10:00 a.m. at the email address and contact number indicated below.

For any clarification, you may contact Engr. Eva Lee Krishna M. Santos at Tel. No. (02) 8922-3325, email address at 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 Computer Supplies and Consumables for NHA Region III Office		Eight Hundred Forty-Two Thousand Nine Hundred Ninety-Nine Pesos (Php 842,999.00) inclusive of taxes		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	Computer Supplies and Consumables			
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	HP 46 Black	3	cart		
2	HP 46 Colred	3	cart		
3	HP 678 Black	3	cart		
4	HP 678 Colred	3	cart		
5	HP 680 Black	30	cart		
6	HP 680 Colred	17	cart		
7	HP GT 51, Black	8	bottle		
8	HP GT 52, Yellow	8	bottle		
9	HP GT 53, Magenta	8	bottle		
10	HP GT 54, Cyan	8	bottle		
11	HP 955,Black	20	cart		
12	HP 955, Yellow	20	cart		
13	HP 955, Magenta	20	cart		
14	HP 955, Cyan	20	cart		
15	HP CB 19A Toner	44	pc		
16	HP CB 17A Toner	44	pc		
17	HP CB 36A Toner	18	pc		
18	HP CB 83A Toner	33	pc		
19	Epson T6641 Black, 70ml	52	bottle		
20	Epson T6642 Yellow, 70ml	42	bottle		
21	Epson T6643 Magenta, 70ml	42	bottle		
22	Epson T6644 Cyan, 70ml	42	bottle		
23	EPSON 003, Black	45	bottle		
24	EPSON 003, Yellow	10	bottle		
25	EPSON 003, Magenta	10	bottle		
26	EPSON 003, Cyan	10	bottle		
27	Ribbon, Epson FX 2175/2190	222	cart		
28	Ribbon, Epson LQ 2190	30	cart		
	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