



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority Region IX & BARMM, through its Regional Office Bids and Awards Committee (ROBAC), intends to procure **Common-Used Office Supplies** which will be undertaken in accordance with **Section 52.1 (b) (Shopping)** of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Name of Project	Procurement of Common-Used Office Supplies
Brief Description	See attached Appendix 60 (Purchase Request dated June 23, 2021)
Location	National Housing Authority Regional Office IX Block 8 Lot 2, Pres. Corazon C. Aquino, Brgy. Balintawak, Pagadian City
Approved Budget for the Contract (ABC)	Seventy Thousand Six Hundred Ninety Pesos and 50/100 Only (P70,690.50)
Source of Fund	Corporate Receipts
Contract Duration	Ten (10) days upon receipt of Purchase Order (P.O)

Interested Suppliers should submit the duly accomplished/ signed RFQ together with the **certified true copies** of the following:

- a) **Mayor's/Business Permit;**
- b) **PhilGEPS Registration Number;**
- c) **BIR Certificate of Registration**

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

Open Quotations may be submitted manually or through facsimile or email on or before 02 JULY 2021 @ 4:00 PM at the address and contact number indicated below. For any clarification, you may contact us at Telefax No. (062) 955-5291 or through nhar9robac@gmail.com. Or visit the NHA – Zamboanga District Office, 3rd Floor, WLK Building, Veterans Ave., Zamboanga City or **NHA Regional Office IX**, Block 8 Lot 2, Pres. Corazon C. Aquino, Brgy. Balintawak, Pagadian City with Telefax No.: (062) 925-1384.


AL-KHWARIZMI U. INDANAN
ROBAC Chairman
District Manager, Zamboanga District Office

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 Common-Used Office Supplies		Seventy Thousand Six Hundred Ninety Pesos and 50/100 Only (P70,690.50)		
No.	Item Description	Compliance		Remarks
		Yes	No	
1	Procurement of Common-Used Office Supplies			
Delivery				
a.) Place : National Housing Authority Regional Office IX Block 8 Lot 2, Pres. Corazon C. Aquino, Brgy. Balintawak, Pagadian City Telefax No.: (062) 925-1384.				
b.) Period/Duration : Ten (10) working days upon receipt of Purchase Order				
*****nothing follows*****				

TECHNICAL SPECIFICATION

Common-Used Office Supplies
Please see attached Appendix 60 (Purchase Request dated June 23, 2021)

YOUR QUOTATION					
Summary of Approved Budget			Offered Quotation		
Item	QTY	Total Price	Item	QTY	Total Price (inclusive of VAT)
Common-Used Office Supplies	<i>*Please refer to Appendix 60 (PR dated June 23, 2021)</i>	P70,690.50			
Total ABC (in Php)		P70,690.50	Total Offered Quotation (in Php)		

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s to be denominated in the 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 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.
7. 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.
8. 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.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The NHA shall have the right to inspect and/or test the goods to confirm their conformity with the technical specifications.
11. 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

Office Telephone No./Fax No.

Mobile Phone No.

Email address/es