



Office of the President
NATIONAL HOUSING AUTHORITY



REQUEST FOR QUOTATION (RFQ)

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

Name of Project	Ref. No.NCRSS-GOODS-2021-06-114: PROCUREMENT OF COMMON OFFICE SUPPLIES TO BE USED AT PASAY/ PARAÑAQUE/LAS PIÑAS DISTRICT OFFICE
Brief Description	Common Office Supplies
Location	Pasay City
Approved Budget for the Contract (ABC)	One Hundred Seventy Nine Thousand One Hundred Twenty Pesos Only (Php 179,120.00)
Source of Fund	MOOE
Contract Duration	Five (5) working days upon receipt of Purchase Order (P.O.)

Interested bidders are required to submit the following documents:

- Mayor's/Business Permit (paid up to **2nd Quarter of 2021**); and
- PhilGEPS Registration Number

Award of contract shall be made to the bidder which complies with the Items description. The bidder's offer or quote above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotation may be submitted manually or through facsimile or email on or before **10:00 a.m. of June 22, 2021** at the address and contact number indicated below.

Address - National Housing Authority (NHA) South District 2 Office,
Mindanao Avenue, Brgy. Maharlika, Taguig City

Facsimile - 8837-1227

Email - southsectorncr.robac@gmail.com

For any clarification, you may contact **Engr. Milky I. Lameres** or **Engr. Kassandra Cahmelle T. Cañanes** at Tel. No. 8837-1227.

ENGR. ROMMEL R. TRINIDAD

Chairperson, ROBAC – NCR South Sector

District Manager, Muntinlupa/Taguig/Pateros/Makati City 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 (ABC)		
Procurement of Common Office Supplies to be used at Pasay/Parañaque/Las Piñas District Office		One Hundred Seventy Nine Thousand One Hundred Twenty Pesos Only (Php 179,120.00)		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1.	Ball Pen – black	✓		
2.	Ball Pen – blue	✓		
3.	Ball Pen – Red	✓		
4.	Boxes, Corrugated Standard Size	✓		
5.	Correction Tape, film base type, 6m min	✓		
6.	Folder, Legals	✓		
7.	Marker- Stabilo Boss 3 colors/set	✓		
8.	Paper bond premium A4	✓		
9.	Paper bond premium 8.5"x13"	✓		
10.	Paper fastener	✓		
11.	Record Book 500pages	✓		
12.	Sign Pen, Black, 0.5mm needle tip	✓		
13.	Sign Pen, Blue, 0.5mm needle tip	✓		
14.	Tape Transparent 48mm	✓		
Delivery				
a) Place : 2/F Diplomat Condominium, Pasay City				
b) Period/Duration : Five (5) working days upon receipt of Purchase Order				
*****nothing follows*****				

YOUR QUOTATION

Summary of Approved Budget			Offered Quotation		
Item	Qty.	Total Price	Item	Qty.	Total Price (inclusive of VAT)
Ball Pen – black	120 pcs	1,080.00	Ball Pen – black	120 pcs	
Ball Pen – blue	120 pcs	1,080.00	Ball Pen – blue	120 pcs	
Ball Pen – Red	60 pcs	540.00	Ball Pen – Red	60 pcs	
Boxes, Corrugated Standard Size	30 pcs	1,200.00	Boxes, Corrugated Standard Size	30 pcs	
Correction Tape, film base type, 6m min	120 pcs	1,800.00	Correction Tape, film base type, 6m min	120 pcs	
Folder, Legals	500 pcs	2,500.00	Folder, Legals	500 pcs	
Marker- Stabilo Boss 3 colors/set	12 sets	1,020.00	Marker- Stabilo Boss 3 colors/set	12 sets	
Paper bond premium A4	500 reams	85,000.00	Paper bond premium A4	500 reams	
Paper bond premium 8.5"x13"	400 reams	72,000.00	Paper bond premium 8.5"x13"	400 reams	
Paper fastener	50 boxes	2,000.00	Paper fastener	50 boxes	
Record Book 500pages	50 books	5,000.00	Record Book 500pages	50 books	
Sign Pen, Black, 0.5mm needle tip	30 pcs	1,800.00	Sign Pen, Black, 0.5mm needle tip	30 pcs	
Sign Pen, Blue, 0.5mm needle tip	60 pcs	3,600.00	Sign Pen, Blue, 0.5mm needle tip	60 pcs	
Tape Transparent 48mm	25 rolls	500.00	Tape Transparent 48mm	25 rolls	
Total ABC (in Php)		179,120.00	Total Offered Quotation (in Php)		

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
- Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.
- 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.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The NHA shall have the right to inspect and/or test the goods to confirm their conformity with the technical specifications.
- 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

 Office Telephone No./Fax No.

 Mobile Phone No.

 Email address/es

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippine pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity Affiant]

[JURAT]

[Format shall be based on the latest Rules on Notarial Practice]