



Office of the President
NATIONAL HOUSING AUTHORITY
Region IX & BARMM



To : ALL INTERESTED SUPPLIERS
From : REGIONAL BIDS AND AWARDS COMMITTEE (ROBAC)
REGION IX & BARMM
Subject : Bid Bulletin No. 1 (**EXCLUSION OF ITEM FROM THE PR's LIST**)
Dated : 05 July 2021

On the basis of the Request from Regional Office/End-User with reference to RDTF No. REG.IX-2021-004 dated July 05, 2021, please be informed of the **EXCLUSION** of an item from the list of the **Purchase Request (PR)** for **Common-Used Office Supplies** dated *June 23, 2021*, specifically:


ITEM No.	Item Description	Quantity	Unit Cost	Total Cost	Reason
No. 17	LOOSELEAF, COVER LEGAL	1	170.00	2,040.00	Incorrect Number of Quantity that has been entered In the PR

Hence, **in effect**, the Approved Budget for the Contract (ABC) **excluding** the above item is hereby **ADJUSTED** from P70,690.50 to **P68,650.50**.

For your information and guidance.

ENGR. AL-KHWARIZMI U. INDANAN
ROBAC Chairman



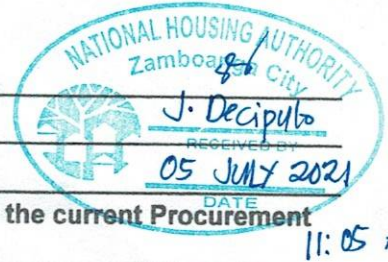
	RECORD/DOCUMENT TRACKING FORM (RDTF)		Effectivity Date:	August 16, 2018
	NHA-QP-001-F01	Form	Revision No.	2

Record/Document Control No. : **REG.IX-2021-441**

Record/Document Type :

Originating Unit : **NHA REGION IX & ARMM**


Subject : **Request to Disqualify the Purchase of Looseleaf for the current Procurement of NHA Region IX Office**



I hereby certify that all the documentary requirements have been subjected to the principle of "complete staff work" and have been evaluated with diligence and found in order in accordance with prescribed policies, guidelines and procedures.

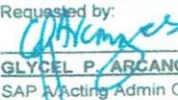
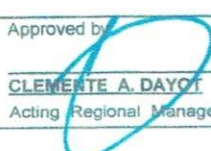

GLYCEL P. ARCANGEL
 Name/Signature 

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Date	For/To	From	Remarks/ Instructions
	Name/Position/ Unit	Name/Position/ Unit/Signature	
July 05, 2021	AL-KHWARIZMI U. INDANAN District Manager, ZC/ZS/ARMM B District Office	CLEMENTE A. DAYOT Acting Regional Manager	Transmitting herewith the Request to Continue our Procurement Request excluding the purchase of Looseleaf due to incorrect number of quantity that has been entered
	thru:	By:	For favorable action.
	ENGR. JEROME B. PALATTAO Principal Engineer C/Head Secretariat, ROBAC, Region IX & ARMM	 GLYCEL P. ARCANGEL Admin Services Officer	Thank you.

IMPORTANT : Pursuant to Section 8.B of RA 9485, response/action "shall not be longer than five (5) working days in the case of simple transactions, and ten (10) working days in the case of complex transactions from the date the request or application was received."

PURCHASE REQUEST

Entity Name: NATIONAL HOUSING AUTHORITY		Fund Cluster: 01		Date: June 23, 2021	
Office/Section: NHA-Region IX Office		PR No.: _____ Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		COMMON-USED OFFICE SUPPLIES			
	BOX	PAPER CLIP, 32MM	5	7.50	37.50
	BOX	PAPER CLIP, 55MM	5	22.00	110.00
	BOX	STAPLE WIRE, STANDARD	6	30.00	180.00
	BOTTLE	STAMP PAD INK, VIOLET, 20ML	20	24.00	480.00
	PIECE	CORRECTION TAPES, ROLLER TYPE	72	20.00	1,440.00
	PIECE	MARKER, PERMANENT, BLACK	6	30.00	180.00
	PIECE	MARKER, WHITEBOARD, BLACK,	6	35.00	210.00
	PIECE	MARKER, WHITEBOARD, BLUE	6	35.00	210.00
	BOX	RUBBER BAND, 70MM	1	150.00	150.00
	BOX	CLIP, BACKFOLD, 19MM	10	21.00	210.00
	BOX	CLIP, BACKFOLD, 25MM	10	28.00	280.00
	BOX	CLIP, BACKFOLD, 32MM	10	44.00	440.00
	BOX	CLIP, BACKFOLD, 50MM	10	74.00	740.00
	BOX	ENVELOPE, EXPANDING, KRAFTBOARD, LEGAL	2	1,200.00	2,400.00
	PIECE	ERASER, WHITEBOARD	2	20.00	40.00
	BOX	INDEX TAB	5	90.00	450.00
	BUNDLE	LOOSELEAF, COVER LEGAL	1	170.00	2,040.00
	REAMS	PAPER, MULTI-PURPOSE, A4 70 GSM	100	170.00	17,000.00
	REAMS	PAPER, MULTI-PURPOSE, LEGAL 70 GSM	100	190.00	19,000.00
	PIECE	PENCIL SHARPENER (HEAVY DUTY)	1	295.00	295.00
		NEW NORMAL SUPPLIES			
	GALLON	ALCOHOL, ETHYL, 68%-72%, SCENTED, 3	12	520.00	6,240.00
	BOTTLE	HAND SOAP, LIQUID, 500 ML	12	150.00	1,800.00
		JANITORIAL SUPPLIES			
	PIECES	DISHWASHING PASTE	12	54.00	648.00
	PIECES	LED, FIREFLY 9 WATTS	72	140.00	10,080.00
	DOZEN	POWDER(DETERGENT)	10	84.00	840.00
	CAN	AIR REFRESHER	5	210.00	1,050.00
	ROLLS	TRASH BAG, BLACK, XL	36	90.00	3,240.00
	ROLLS	TRASH BAG, BLACK, TINY	15	60.00	900.00
		GRAND TOTAL			70,690.50
Purpose: For the use of NHA Region IX Office Personnel					
Requested by:		Approved by:			
Signature : 					
Printed Name : GLYCEL P. ARCANGEL		CLEMENTE A. DAYOT			
Designation : SAP A/Acting Admin Officer		Acting Regional Manager			