



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA), through its Regional Office Bids and Awards Committee (ROBAC), intends to procure office 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. R3-2021-G-26: Supply and Delivery of Office Supplies for NHA - Region III Office
Brief Description	Supply and Delivery of Office Supplies
Location	NHA-Region III Office, 3 rd Floor, Pampanga Landmark Building, KM 73 Mc Arthur Highway, Brgy. Maimpis, City of San Fernando, Pampanga
Approved Budget for the Contract (ABC)	Five Hundred Twenty-Eight Thousand Four Hundred Fifteen and 14/100 Pesos (Php 528,415.14) inclusive of taxes
Source of Fund	Corporate Receipts
Contract Duration	Within Fifteen (15) calendar 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 including the Official Receipt;
- 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 whose offer or quote is above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotations may be submitted manually at the NHA-Region III Office, 3rd Floor, Pampanga Landmark Building, KM 73 Mc Arthur Highway, Brgy. Maimpis, City of San Fernando, Pampanga or through email on or before **December 2, 2021**, not later than **4:00 p.m.** at the email address indicated below.

For any clarification, you may contact Ms. Ofelia T. Susi at Tel. Nos. (045) 963-0153, (045) 860-3952, or (045) 457-4917, email address at ro3bac@gmail.com.

The NHA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

ROGIE C. PINEDA

Officer-in-Charge, Pampanga/Bataan/Zambales District Office
Chairperson, Region III Office Bids and Awards Committee

Annex “A”

<p>Instructions:</p> <p>(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.</p>

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		
Supply and Delivery of Office Supplies for NHA - Region III Office		Five Hundred Twenty-Eight Thousand Four Hundred Fifteen and 14/100 Pesos (Php 528,415.14) inclusive of taxes		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	Office Supplies			
Delivery				
a) Place: NHA-Region III Office, 3 rd Floor, Pampanga Landmark Building, KM 73 Mc Arthur Highway, Brgy. Maimpis, City of San Fernando, Pampanga b) Period/Duration: Within Fifteen (15) calendar days upon receipt of Purchase Order (P.O)				
*****nothing follows*****				

YOUR QUOTATION					
NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	OFFICE SUPPLIES				
1	Acetate, .075mm thickness	1	roll		
2	Acetate Film, long	12	packs		
3	Ballpen, Black	200	pc		
3	Ballpen, Blue	200	pc		
4	Carbon Film, Legal Blue	10	box		
5	Carbon Film, Legal Black	18	box		
6	Clear Folder, Long	10	pc		
7	Clear Folder, Short	30	pc		
8	Continuous Form, 1ply, Short (280 x 241mm) Carbonless	50	box		
9	Continuous Form, 1ply, Legal (280 x 378mm, Carbonless	60	box		
10	Continuous Form, 2ply, Short (280 x 241mm), Carbonless	50	box		
11	Continuous Form, 2ply, Legal (280 x 378mm) Carbonless	10	box		
12	Correction Tape, 10m	450	pc		
13	Clip Backfold, 1/4"	90	box		
14	Clip Backfold, 3/4"	60	box		
15	Clip Backfold, 1"	60	box		
16	Clip Backfold, 1.5"	30	box		
17	Envelope, White, Legal (Letters)	8	box		
18	Envelope, White, Legal (window)	8	box		
19	Envelope, Brown, Legal	12	box		
20	Envelope, Expanding, Legal	8	box		
21	Erasing Shield	10	pc		
22	Fastener, Metal, 70mm between prongs	95	box		
23	Folder, Expanding, Legal	22	box		
24	Folder, Legal, 100s/pack	45	pack		
25	Folder, with Tab, A4	2	pack		
26	Highlighter, Assorted Colors	50	pc		
27	Ink Eraser	10	pc		
28	GelPen Blue, .5	140	pc		

YOUR QUOTATION					
NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
29	GelPen Black, .5	110	pc		
30	Laminating Film	2	pc		
31	Marker, whiteboard, Blue	25	pc		
32	Marker, whiteboard, Black	25	pc		
33	Marker, Permanent, Black	54	pc		
34	Marker, Permanent, Blue	54	pc		
35	Paper Clip, 32mm	45	box		
36	Paper Clip, 48mm	45	box		
37	Paper, Multi-Purpose LEGAL, 70gsm	500	ream		
38	Paper, Pad, Ruled	34	pad		
39	Photo paper	20	pack		
40	Paper, Sticker, Glossy	25	pack		
41	Pencil	67	box		
42	Sticky note, strips	140	pad		
43	Sticky note, 2" x 3"	50	pad		
44	Sticky note, 3" x 3"	80	pack		
45	Record Book, 300pages	35	book		
46	Record Book, 500pages	60	book		
47	Ribbon, Electric Typewriter, Fullmark AX200/AX210	40	box		
48	Ribbon, Manual Typewriter	20	box		
49	Retractable Liquid Gel Pen, Blue, .5mm	200	pc		
50	Staple Wire, Standard	75	box		
51	Stamp Pad Ink	35	bottle		
52	Tape, Double Sided, 1"	22	roll		
53	Tape, Double Sided, 1", with foam	12	roll		
54	Tape, Scotch Tape/Clear, 1"	110	roll		
55	Tape, Scotch Tape/Clear, 2"	30	roll		
56	Tape, Packaging, 2"	64	roll		
57	Tape, Masking, 1"	84	roll		
58	Tape, Masking, 2"	20	roll		
59	Tape, Magic	7	roll		
60	Uni pin 0.8	30	pc		

YOUR QUOTATION					
NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
61	Uni pin 0.1	30	pc		
62	Stapler, heavy duty	4	pc		
63	Stamp Pad, Felt	4	pc		
64	Calculator, compact, 12 digits	1	unit		
65	Gun Tacker	1	pc		
66	Laminating Machine	1	pc		
67	Paper Cutter	1	pc		
	TOTAL				

OTHER 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