



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority – Pasig/Marikina/Manggahan District Office through East Sector Regional Office Bids and Awards Committee (ESROBAC) will undertake a Shopping for the **“Supply & Delivery of Common Use Office Supplies of Pasig/Marikina/Manggahan District Office”** in accordance with Section 52.1 (a) of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Name of Project	PMMDO-RFQ. No. 2021-004 : Procurement of Thirty Five (35) HP Toner Cartridges for HP Laserjet Printers of the Pasig / Marikina /Manggahan District Office
Brief Description	See attached Annex “A”
Location	300 Jacob St. Manggahan Floodway Brgy. Sta. Lucia Pasig City
Approved Budget for the Contract (ABC)	Ninety-one Thousand Two Hundred Pesos (Php 91,200.00)
Source of Fund	MOOE
Delivery Period	Ten (10) days upon receipt of Purchase Order (P.O)


Interested Service Provider/s are required to submit the following documents:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Omnibus Sworn Statement
- Price Quotation Form "Annex A"

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.

Quotations may be submitted manually or through facsimile or email on or before 10:00 a.m. Friday, AUGUST 6, 2021 at the address and contact number indicated below.

For any clarification, you may contact **ROCEL H. ABUSTAN, Administrative Services Officer -East Sector 2, Pasig/Marikina/Manggahan District Office** at Tel. No. (02)86568114, (02)86568166 or email at nhapmeastsector2@gmail.com.


EMELINA D. BALAOING
Chairperson, ESROBAC/
Officer-In-Charge, Quezon City District Office

Annex "A"

PRICE QUOTATION FORM

PMMDO-RFQ No. 2021-004

Date: _____

Sir/Madam:

After having carefully read and accepted the Terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

Description	Specification	Quantity	Unit Price	Total Price
Procurement of Thirty Five (35) HP Toner Cartridges for HP Laserjet Printers of the Pasig / Marikina /Manggahan District Office	HP TONER CARTRIDGE HP83A LASERJET	15 carts		
	HP TONER CARTRIDGE HP17A LASERJET	20 carts		
Inclusive of Delivery				

(Amount in Words) _____

The above-quoted prices are inclusive of all cost and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Designation

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		
PMMDO-RFQ. No. 2021-004: Procurement of Thirty Five (35) HP Toner Cartridges for HP Laserjet Printers of the Pasig / Marikina /Manggahan District Office		Ninety-one Thousand Two Hundred Pesos (Php 91,200.00)		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	HP TONER CARTRIDGE HP83A LASERJET			
2	HP TONER CARTRIDGE HP17A LASERJET			
Delivery				
a) Place : 300 Jacob st. Manggahan Floodway Brgy. Sta. Lucia Pasig City				
b) Period/Duration : Ten (10) working days upon receipt of Purchase Order				

YOUR QUOTATION					
Summary of Approved Budget			Offered Quotation		
Item	Quantity	Total Price	Item	Quantity	Total Price (inclusive of VAT)
Location: Pasig City					
HP TONER CARTRIDGE HP83A LASERJET	15 carts	PhP30,600.00			
HP TONER CARTRIDGE HP17A LASERJET	20 carts	PhP60,600.00			
Total ABC (in Php)		PhP 91,200.00	Total Offered Quotation (in Php)		

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- 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)
Office Telephone No./Fax No. _____
Mobile Phone No. _____
Email address/es: _____