



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority – Quezon City District Office through East Sector Regional Office Bids and Awards Committee (ESROBAC) will undertake a Small Value Procurement for the “**Common Office Supplies of the Quezon District Office**” in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Name of Project	QCDO-RFQ-2021-009: Procurement of Common Office Supplies of the Quezon District Office
Brief Description	See attached Annex “A”
Location	NHA MAIN Office, Elliptical Road, Diliman, Quezon City
Approved Budget for the Contract (ABC)	One Hundred Twenty-Five Thousand Four Hundred Ten (Php 125,410.00)
Source of Fund	MOOE
Delivery Period	Ten (10) working days upon receipt of Purchase Order (P.O)


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

- a) Mayor's/Business Permit
- b) PhilGEPS Registration Number
- c) Omnibus Sworn Statement
- d) 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 **December 14-21, 2021** at the address and contact number indicated below.

For any clarification, you may contact **REBECCA A. MONTEPIEDRA, Administrative Services Officer A - East Sector 1, Quezon City District Office** at Tel. No. 7 – 900800 Local 413 or email at rebeccamontepiedra@gmail.com or nha.qcdistrict1.admn@gmail.com.


AR. MOJIN ALEXANDER ONG
Chairperson, ESROBAC/
Officer-In-Charge, PMMDO

PRICE QUOTATION

RFQ. No. 2021: QCDO-RFQ-2021-009

Date: _____

MONN ALEXANDER ONG

Chairperson, East Sector ROBAC/

Officer-in-Charge, Pasig/Marikina/Manggahan District Office

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	Unit Price	Total Price
Procurement of Common Office Supplies/Consumables for the use of NCR-East Sector Program Office (Inclusive of the Delivery)	Alcohol, Ethyl 68%-72%, 500 ml	30	Bottle		
	Clip, backfold, 50mm	50	Box		
	Clip, backfold, 32mm	50	Box		
	Correction Tape, 8m	100	Pcs		
	Envelope, Mailing	1	Box		
	Fastener, metal, non-sharp edges	50	Box		
	Folder, L-Type, Legal	100	Pack		
	Marker, permanent blue, bullet type	50	Pcs		
	Marker, permanent black, bullet type	50	Pcs		
	Notepad, Stick on, 76mm x 100mm (3"x4")	50	Pad		
	Paper Clip, vinyl/ plastic coated, 33mm	100	Box		
	Paper Clip, vinyl/ plastic coated, 50mm	100	Box		
	Paper, Multi-Copy, A4, 80 gsm	150	Reams		
	Paper, Multi-Copy, Legal, 80 gsm	150	Reams		
	Pencil, Lead with eraser	30	Box		
	Staple Wire, standard	30	Box		
	Surgical Mask	500	Pcs		
	Trashbag, GGP specs, black, 940mm x 1016mm	10	Pack		
	Sign Pen, Blue	50	Pcs		
	Computer Continuous Form, 1 ply, 280 x 378mm	7	Box		
Computer Continuous Form, 2 ply, 280 x 241mm	7	Box			

(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		
Ref. No. 2021: QCDO-PR-2021-007: Procurement of Common Office Supplies/Consumables for the use of NCR-East Sector Program Office		One Hundred Twenty-Five Thousand Four Hundred Ten (Php.125,410.00)		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	Alcohol, Ethyl 68%-72%, 500 ml			
2	Clip, backfold, 50mm			
3	Clip, backfold, 32mm			
4	Correction Tape, 8m			
5	Envelope, Mailing			
6	Fastener, metal, non-sharp edges			
7	Folder, L-Type, Legal			
8	Marker, permanent blue, bullet type			
9	Marker, permanent black, bullet type			
10	Notepad, Stick on, 76mm x 100mm (33"x4")			
11	Paper Clip, vinyl/ plastic coated, 33mm			
12	Paper Clip, vinyl/ plastic coated, 50mm			
13	Paper, Multi-Copy, A4, 80 gsm			
14	Paper, Multi-Copy, Legal, 80 gsm			
15	Pencil, Lead with eraser			
16	Staple Wire, standard			
17	Surgical Mask			
18	Trashbag, GGP specs, black, 940mm x 1016mm			
19	Sign Pen, Blue			
20	Computer Continuous Form, 1 ply, 280 x 378mm			
21	Computer Continuous Form, 2 ply, 280 x 241mm			
Delivery Place: Ground Flr., NHA Main Bldg. Elliptical Rd. Diliman, Quezon City				
Period/Duration: Ten (10) working days upon receipt ofPurchase Order				
***** Nothing Follows*****				

YOUR QUOTATION

Summary of Approved Budget			Offered Quotation		
Item	Quantity	Total Price	Item	Quantity	Total Price (Inclusive of VAT)
Alcohol, Ethyl 68%-72%, 500 ml	30				
Clip, backfold, 50mm	50				
Clip, backfold, 32mm	50				
Correction Tape, 8m	100				
Envelope, Mailing	1				
Fastener, metal, non-sharp edges	50				
Folder, L-Type, Legal	100				
Marker, permanent blue, bullet type	50				
Marker, permanent black, bullet type	50				
Notepad, Stick on, 76mm x 100mm (3"x4")	50				
Paper Clip, vinyl/ plastic coated, 33mm	100				
Paper Clip, vinyl/ plastic coated, 50mm	100				
Paper, Multi-Copy, A4, 80 gsm	150				
Paper, Multi-Copy, Legal, 80 gsm	150				
Pencil, Lead with eraser	30				
Staple Wire, standard	30				
Surgical Mask	500				
Trashbag, GGP specs, black, 940mm x 1016mm	10				
Sign Pen, Blue	50				
Computer Continuous Form, 1 ply, 280 x 378mm	7				
Computer Continous Form, 2 ply, 280 x 241mm	7				
		Php.	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