



## REQUEST FOR QUOTATION (RFQ)

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

<b>Name of Project</b>	<b>Ref. No. R3-2022-G-03: Supply and Delivery of Janitorial Supplies for NHA - Region III Office</b>
<b>Brief Description</b>	Supply and Delivery of Janitorial Supplies
<b>Location</b>	NHA-Region III Office, Malikhain cor. Maagap St., Diosdado Macapagal Government Center, Brgy. Maimpis, City of San Fernando, Pampanga
<b>Approved Budget for the Contract (ABC)</b>	Eighty-Two Thousand Two Hundred Forty-Seven and 99/100 Pesos (₱82,247.99) inclusive of taxes
<b>Source of Fund</b>	MOOE
<b>Contract Duration</b>	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, 4<sup>th</sup> Floor, Malikhain cor. Maagap St., Diosdado Macapagal Government Center, Brgy. Maimpis, City of San Fernando, Pampanga or through email on or before **May 10, 2022**, 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) 457-5752, (045) 458-1040, or email address at [ro3bac@gmail.com](mailto: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**

District Manager, Pampanga/Bataan/Zambales District Office  
Chairperson, Region III Office Bids and Awards Committee

**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		
Supply and Delivery of Janitorial Supplies for NHA - Region III Office		Eighty-Two Thousand Two Hundred Forty-Seven and 99/100 Pesos (₱82,247.99) inclusive of taxes		
No.	Item Description	Compliance		Remarks
		Yes	No	
<b>Specifications:</b>				
1	Janitorial Supplies			
<b>Delivery</b>				
a) <b>Place:</b> NHA-Region III Office, Malikhain cor. Maagap St., Diosdado Macapagal Government Center, Brgy. Maimpis, City of San Fernando, Pampanga b) <b>Period/Duration:</b> 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
	<b>JANITORIAL SUPPLIES</b>				
1	Alcohol, ethyl, 68%-72%, scented, 500ml	50	bottle		
2	Alcohol, ethyl, 68%-72%, scented, gallon	20	gallon		
3	Broom, Tambo, Tiger Grass	16	pc		
4	Broom, Stick	10	pc		
5	Car Freshener, California Scent	30	can		
6	Detergent Powder, 500g	70	pack		
7	Disinfectant Spray	20	can		
8	Dishwashing Liquid	150	bottle		
9	Dust Pan	5	pc		
10	Fogging Solution	5	gallon		
11	Hand Soap, Liquid, 500ml	50	bottle		
12	Insecticide, Aerosol	20	can		
13	Mop Head, Blue	10	pc		
14	Rags, All-purpose	15	kilo		
15	Rags, Doormat	65	pc		
16	Rags, Pranela	30	pack		
17	Sponge (for plate)	70	pc		
18	Toilet Clenser	45	bottle		
19	Toilet Bowl Brush Cleaner with handle	15	pc		
20	Toilet Deodorizer	40	pc		
21	Tornado mop	3	pc		
22	Bleach	45	liter		
	<b>TOTAL</b>				

### 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.

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Signature over Printed name

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Position/Designation

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Company Name

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Company Address

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Office Telephone No./Fax No.

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Mobile Phone No.

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Email address/es