



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. R3-2022-G-01: Supply and Delivery of Office Supplies for NHA - Region III Office
Brief Description	Supply and Delivery of Office Supplies
Location	NHA-Region III Office, Malikhain cor. Maagap St., Diosdado Macapagal Government Center, Brgy. Maimpis, City of San Fernando, Pampanga
Approved Budget for the Contract (ABC)	Two Hundred Ninety-Eight Thousand Nine Hundred Sixty-Nine and 69/100 Pesos (₱ 298,969.69) inclusive of taxes
Source of Fund	MOOE
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, 4th 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.

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 Office Supplies for NHA - Region III Office		Two Hundred Ninety-Eight Thousand Nine Hundred Sixty-Nine and 69/100 Pesos (₱ 298,969.69) inclusive of taxes		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	Office Supplies			
Delivery				
a) Place: NHA-Region III Office, Malikhain cor. Maagap St., Diosdado Macapagal Government Center, 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	Ballpen, Black	60	pc		
2	Ballpen, Blue	60	pc		
3	Carbon Film, Legal Black	5	box		
4	Carbon Film, Legal Blue	2	box		
5	Continous Form, 1ply, Short (280 x 241mm) Carbonless	45	box		
6	Continous Form, 1ply, Legal (280 x 378mm, Carboneless	45	box		
7	Continous Form, 2ply, Short (280 x 241mm), Carbonless	45	box		
8	Continous Form, 2ply, Legal (280 x 378mm) Carbonless	30	box		
9	Clip Backfold, 1/4"	10	box		
10	Clip Backfold, 3/4"	10	box		
11	Clip Backfold, 1"	5	box		
12	Clip Backfold, 1.5"	5	box		
13	Envelope, White, Legal (window)	13	box		
14	Envelope, Brown, Legal	3	box		
15	Extention Cord (6 socket)	10	pc		
16	Fastener, Metal, 70mm between prongs	60	box		
17	Folder, Expanding, Legal	6	box		
18	Highlighter, Green & yellow colors	45	pc		
19	GelPen Black, .5	10	pc		
20	GelPen Blue, .5	50	pc		
21	GelPen Green, .5	24	pc		
22	GelPen Pink, .5	24	pc		
23	GelPen Violet, .5	24	pc		
24	GelPen Orange, .5	24	pc		
25	GelPen Red, .5	12	pc		
26	Glue, all purpose	20	pc		
27	Guntacker Wire, heavy duty staples, 8mm, 1000pcs	5	box		
28	Laminating Film	3	pack		
29	Marker, whiteboard, Blue	15	pc		
30	Marker, whiteboard, Black	20	pc		
31	Marker, Permanent, Black	45	pc		
32	Marker, Permanent, Blue	45	pc		
33	Paper Clip, 48mm	20	box		
34	Paper, Multi-Purpose, LEGAL,70gsm	60	ream		
35	Paper, Multi-Purpose, A4, 70gsm	30	ream		
36	Paper, Multi-Purpose, A3	10	ream		
37	Paper, Photo	15	pack		
38	Paper, Sticker, Glossy	30	pack		
39	Pencil, 12s	10	box		
40	Post-It-Note, strips, plastic	80	pad		
41	Post-It-Note, 3" x 3"	10	pad		

YOUR QUOTATION					
42	Push Pin	10	box		
43	Ribbon, Electric Typewriter, Fullmark AX200/AX210	25	box		
44	Sign Pen, Energel, Blue, .5mm	110	pc		
45	Stapler Wire, Standard #35	10	box		
46	Staple Wire, 23/17, 5/8, 17mm (140 Sheets)	5	box		
47	Staple Wire, 23/10, 3/8, 10mm (70 Sheets)	5	box		
48	Stamp Pad Ink	26	bottle		
49	Tape, Double Sided, 1"	20	roll		
50	Tape, Double Sided, 1", with foam	5	roll		
51	Stapler, heavy duty	5	pc		
52	Staple Remover	12	pc		
53	Sharpener, Pencil	2	pc		
54	Stamp Pad, Felt	10	pc		
55	Tape Dispenser	2	pc		
56	Puncher, heavy duty	10	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