



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA) - South Sector-NCR, through its Regional Office Bids and Awards Committee (ROBAC), intends to procure Consumable Inks which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Interested bidders are required to submit the following documents:

Name of Project	Ref. No. NCRSS-GOODS-2022-06-06-D2: Procurement of Consumable Inks for NHA-Muntinlupa/Taguig/Pateros/Makati District Office
Brief Description	a. 25 Bottles D60BK Ink b. 15 Bottles BT5000C Ink-Cyan c. 15 Bottles BT5000C Ink-Magenta d. 15 Bottles BT5000C Ink-Yellow e. 12 Carts Ink LC3617 Bk f. 8 Carts Ink LC3617 C g. 8 Carts Ink LC3617 M h. 8 Carts Ink LC3617 Y
Location	Maharlika Village, Mindanao Avenue, Taguig City
Approved Budget for the Contract (ABC)	Fifty-Eight Thousand Five-Hundred Twenty Pesos Only (Php 58,520.00)
Source of Fund	MOOE
Contract Duration	Seven (7) Working Days upon receipt of the Purchase Order (PO)

- a) Updated Mayor's/Business Permit;
- b) PhilGEPS Registration Number; and
- c) Omnibus Sworn Statement

Award of contract shall be made to the lowest quotation, which complies with the items description. The bidders offer or quote above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotations may be submitted manually, through facsimile or email on or before **10:00 am, July 27, 2022** at the address and contact number indicated below:

Address - Room 203-204 Diplomat Condominium, Roxas Boulevard corner Russel St., Pasay City, Metro Manila
Facsimile - 8804-05-19
Email - southsectorncr.robac@gmail.com

For any clarification, you may contact **Engr. Celeste J. Basilisa/Angeli Krista C. Balatayo** at Telephone No. **8846-7844**.


ENGR. WENSON O. REYES

Chairperson, ROBAC South Sector-NCR
Officer-in-Charge, Pasay/Parañaque/Las Piñas District Off

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		
Procurement of Consumable Inks for NHA-Muntinlupa/Taguig/Pateros/Makati District Office		Fifty-Eight Thousand Five-Hundred Twenty Pesos Only (Php 58,520.00)		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications				
1	25 Bottles D60BK Ink	✓		
2	15 Bottles BT5000C Ink-Cyan	✓		
3	15 Bottles BT5000C Ink-Magenta	✓		
4	15 Bottles BT5000C Ink-Yellow	✓		
5	12 Carts Ink LC3617 Bk	✓		
6	8 Carts Ink LC3617 C	✓		
7	8 Carts Ink LC3617 M	✓		
8	8 Carts Ink LC3617 Y	✓		
Delivery				
a.)	Place: Maharlika Village, Mindanao Avenue, Taguig City, Metro Manila			
b.)	Period/Duration: Seven (7) Working Days upon receipt of the Purchase Order (PO)			
*****nothing follows*****				



Company Name

Company Address

TIN Number

YOUR QUOTATION					
Summary of Approved Budget			Offered Quotation		
Item	Quantity	Total Price (Php)	Item	Quantity	Total Price (Php) (inclusive of VAT)
D60BK Ink Bottle	25	11,000.00	D60BK Ink Bottle	25	
BT5000C Ink-Cyan Bottle	15	6,600.00	BT5000C Ink-Cyan Bottle	15	
BT5000C Ink-Magenta Bottle	15	6,600.00	BT5000C Ink-Magenta Bottle	15	
BT5000C Ink-Yellow Bottle	15	6,600.00	BT5000C Ink-Yellow Bottle	15	
Ink LC3617 Bk Cart	12	9,240.00	Ink LC3617 Bk Cart	12	
Ink LC3617 C Cart	08	6,160.00	Ink LC3617 C Cart	08	
Ink LC3617 M Cart	08	6,160.00	Ink LC3617 M Cart	08	
Ink LC3617 Y Cart	08	6,160.00	Ink LC3617 Y Cart	08	
Total ABC (in Php)		58,520.00	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