



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority – NCR East Sector Program Office, through East Sector Regional Office Bids and Awards Committee (ESROBAC) will undertake a Small Value Procurement of the **“Procurement of Computer Consumables (Inks, Toners, & Cartridges) for the Use of NCR-East Sector Office”** in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184.

Name of Project	ESO-RFQ- 2022-002: Procurement of Computer Consumables (Inks, Toners, & Cartridges) for the Use of NCR-East Sector Office
Brief Description	See attached Annex “A”
Location	Elliptical Rd. Diliman, Quezon City
Approved Budget for the Contract (ABC)	Four Hundred Seventy Four Thousand Three Hundred Seventy Two Pesos and 67/100 Cents (Php 474,372.67)
Source of Funds	Corporate Receipts
Delivery	Ten (10) days upon receipt of Purchase Order (P.O.)

Interested Suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement
4. Price Quotation Form “Annex A”

Contract shall be awarded to the bidder with the lowest calculated bid and compliant to items description. The Suppliers with offers or quotes above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotations may be submitted manually or through email on or before **10:00 a.m., Tuesday, August 9, 2022** at the address and contact details indicated below.

For any clarification, you may contact **Ms. Fiel Ivy S. Pendon, NCR-East Sector Office, NHA Main Bldg. Elliptical Rd. Diliman, Quezon City at Tel/Fax. No.8928-5296 or email at nhancreso.adm@gmail.com**


MONN ALEXANDER ONG

Chairperson, ESROBAC

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

PRICE QUOTATION

RFQ. No.: ESO-RFQ- 2022-002Date: August 4, 2022**MONN ALEXANDER ONG**

Chairperson, ESROBAC

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	Qty	Unit	Unit Price	Total Price
Computer Consumables (Inks, Toners, and Cartridges) for the use of NCR - East Sector Program Office	HP Drum 19A	45	drum		
	HP Toner CE285A	50	toner		
	HP Toner CF217A	50	toner		
	Epson T6641 Black	12	bottle		
	Epson T6642 Cyan	10	bottle		
	Epson T6643 Magenta	10	bottle		
	Epson T6644 Yellow	10	bottle		
	Canon Ink G1790 Black	40	bottle		
	Canon Ink G1790 Cyan	40	bottle		
	Canon Ink G1790 Magenta	40	bottle		
Canon Ink G1790 Yellow	40	bottle			
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 (ABC)		
Ref. No. 2022: <u>ESO-RFQ-2022-002</u> Procurement of Computer Consumables (Inks, Toners, and Cartridges) for the use of NCR-East Sector Program Office		Four Hundred Seventy Four Thousand Three Hundred Seventy Two Pesos and 67/100 Only (Php.474,372.67)		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	HP Drum 19A			
2	HP Toner CE285A			
3	HP Toner CF217A			
4	Epson T6641 Black			
5	Epson T6642 Cyan			
6	Epson T6643 Magenta			
7	Epson T6644 Yellow			
8	Canon Ink G1790 Black			
9	Canon Ink G1790 Cyan			
10	Canon Ink G1790 Magenta			
11	Canon Ink G1790 Yellow			
Delivery Place: Ground Flr., NHA Main Bldg. Elliptical Rd. Diliman, QC				
Period/Duration: Ten (10) working days upon receipt of Purchase Order				
***** Nothing Follows *****				

YOUR QUOTATION

Summary of Approved Budget			Offered Quotation		
Item	Qty.	Total Price	Item	Qty.	Total Price (Inclusive of VAT)
HP Drum 19A	45				
HP Toner CE285A	50				
HP Toner CF217A	50				
Epson T6641 Black	12				
Epson T6642 Cyan	10				
Epson T6643 Magenta	10				
Epson T6644 Yellow	10				
Canon Ink G1790 Black	40				
Canon Ink G1790 Cyan	40				
Canon Ink G1790 Magenta	40				
Canon Ink G1790 Yellow	40				
TOTAL (Php)		474,372.67	TOTAL OFFERED QUOTATION (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 initialled by you or any of your duly authorized representative/s.
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

Office Telephone No./Fax No.

Mobile Phone No.

Email address/es