



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA) - South Sector-NCR, through its Regional Office Bids and Awards Committee (ROBAC), intends to procure Plotter Paper, Plotter Ink Cartridge, and Laser Jet Imaging Drum 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-2022-06-08-D2: Procurement of Plotter Paper, Plotter Ink Cartridge, and Laser Jet Imaging Drum for NHA-Muntinlupa/Taguig/Pateros/Makati District Office
Brief Description	a. 6 Rolls Plotter Paper 90gsm (20"x150ft) – 2in core b. 3 Rolls Plotter Paper 90gsm (24"x150ft) – 2in core c. 2 Rolls Tracing Paper 90gsm (20"x150ft) – 2in core d. 2 Rolls Tracing Paper 90gsm (24"x150ft) – 2in core e. 3 Rolls Digital Blueprint Paper (20"x150ft) – 2in core f. 1 Roll Digital Blueprint Paper (24"x150ft) – 2in core g. 2 Carts 30 300 ml Cyan Ink Cartridge h. 2 Carts 730 300 ml Magenta Ink Cartridge i. 2 Carts 730 300 ml Yellow Ink Cartridge j. 2 Carts 730B 300 ml Photo Black Design Jet Ink k. 2 Carts 730B 300 ml Gray Design Jet Ink l. 2 Carts 730B 300 ml Matte Black Design Jet Ink m. 2 Carts LaserJet Imaging Drum, CF219A (19A)
Location	Maharlika Village, Mindanao Avenue, Western Bicutan, Taguig City
Approved Budget for the Contract (ABC)	One-Hundred Thirty-Six Thousand Two-Hundred Thirty-Five Pesos Only (Php 136,235.00)
Source of Fund	MOOE
Contract Duration	Seven (7) Working Days upon receipt of the Purchase Order (PO)

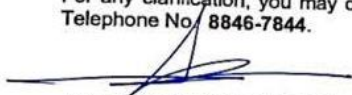
- a) Updated Mayor's/Business Permit;
- b) PhilGEPS Registration Number; and
- c) Omnibus Sworn Statement

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, September 29, 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 Office

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		
Procurement of Plotter Paper, Plotter Ink Cartridge, and Laser Jet Imaging Drum for NHA-Muntinlupa/Taguig/Pateros/Makati District Office		One-Hundred Thirty-Six Thousand Two-Hundred Thirty-Five Pesos Only (Php 136,235.00)		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications				
1	6 Rolls Plotter Paper 90gsm (20"x150ft) – 2in core	✓		
2	3 Rolls Plotter Paper 90gsm (24"x150ft) – 2in core	✓		
3	2 Rolls Tracing Paper 90gsm (20"x150ft) – 2in core	✓		
4	2 Rolls Tracing Paper 90gsm (24"x150ft) – 2in core	✓		
5	3 Rolls Digital Blueprint Paper (20"x150ft) – 2in core	✓		
6	1 Roll Digital Blueprint Paper (24"x150ft) – 2in core	✓		
7	2 Carts 30 300 ml Cyan Ink Cartridge	✓		
8	2 Carts 730 300 ml Magenta Ink Cartridge	✓		
9	2 Carts 730 300 ml Yellow Ink Cartridge	✓		
10	2 Carts 730B 300 ml Photo Black Design Jet Ink	✓		
11	2 Carts 730B 300 ml Gray Design Jet Ink	✓		
12	2 Carts 730B 300 ml Matte Black Design Jet Ink	✓		
13	2 Carts LaserJet Imaging Drum, CF219A (19A)	✓		
Delivery				
a.)	Place: Western Bicutan, 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)
Plotter Paper Roll 90gsm (20"x150ft) – 2in core	6 Rolls	5,940.00	Plotter Paper Roll 90gsm (20"x150ft) – 2in core	6 Rolls	
Plotter Paper Roll 90gsm (24"x150ft) – 2in core	3 Rolls	3,300.00	Plotter Paper Roll 90gsm (24"x150ft) – 2in core	3 Rolls	
Tracing Paper Roll 90gsm (20"x150ft) – 2in core	2 Rolls	3,080.00	Tracing Paper Roll 90gsm (20"x150ft) – 2in core	2 Rolls	
Tracing Paper Roll 90gsm (24"x150ft) – 2in core	2 Rolls	3,300.00	Tracing Paper Roll 90gsm (24"x150ft) – 2in core	2 Rolls	
Digital Blueprint Paper Roll (20"x150ft) – 2in core	3 Rolls	2,640.00	Digital Blueprint Paper Roll (20"x150ft) – 2in core	3 Rolls	
Digital Blueprint Paper Roll (24"x150ft) – 2in core	1 Roll	935.00	Digital Blueprint Paper Roll (24"x150ft) – 2in core	1 Roll	
30 300 ml Cyan Ink Cartridge	2 Carts	18,040.00	30 300 ml Cyan Ink Cartridge	2 Carts	
730 300 ml Magenta Ink Cartridge	2 Carts	18,040.00	730 300 ml Magenta Ink Cartridge	2 Carts	
730 300 ml Yellow Ink Cartridge	2 Carts	18,040.00	730 300 ml Yellow Ink Cartridge	2 Carts	
730B 300 ml Photo Black Design Jet Ink	2 Carts	18,040.00	730B 300 ml Photo Black Design Jet Ink	2 Carts	
730B 300 ml Gray Design Jet Ink	2 Carts	18,040.00	730B 300 ml Gray Design Jet Ink	2 Carts	
730B 300 ml Matte Black Design Jet Ink	2 Carts	18,040.00	730B 300 ml Matte Black Design Jet Ink	2 Carts	

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LaserJet Imaging Drum, CF219A (19A)	2 Carts	8,800.00	LaserJet Imaging Drum, CF219A (19A)	2 Carts	
Total ABC (in Php)		136,235.00	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