



OFFICE OF THE PRESIDENT
NATIONAL HOUSING AUTHORITY



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF OFFICE TABLES & CHAIRS

1. The National Housing Authority intends the sum of **SIXTY FOUR THOUSAND PESOS ONLY (Php64,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Office Tables & Chairs** Quotations/Proposals received in excess of the ABC shall be automatically rejected.
2. The NHA now invites Quotations/Proposals for **Eight (8) brand new units of Office Tables and Eight (8) brand new units of Office Chairs.**
3. Quotations/Proposals must be delivered to the address below on or before **October 18, 2022 , 5 pm.** All Quotations/Proposals must be accompanied by Omnibus Sworn Statement in any acceptable forms.

Evaluation of the Quotations/Proposals shall be on **October 19, 2022, 10 am** at **National Housing Authority Region VIII Office Conference Room.** Quotations/Proposals will be opened in the presence of the Suppliers' representatives who choose to attend. Late Quotations/Proposals shall not be accepted.

4. The NHA has the right to accept or reject any Quotations/Proposals, to annul the procurement process, and to reject all Quotations/Proposals at any time prior to contract award, without thereby incurring any liability to the affected Suppliers.
5. For further information, please refer to:

Thalea Roselle Q. Gadin/ Mark Anthony Ian S. Sevilla
National Housing Authority Region VIII
Calanipawan Road, Sagkahan District, Tacloban City, 6500
Telephone/ Fax Number : (+053) 832-4085
Email Address: tacloban_nha@yahoo.com,
nhaplanning8@gmail.com


SILVERIO "OHLIVER CEARSA IAN" T. GEMPESON, JR.

Chairman
Bids and Awards Committee

Received:

Supplier/Date

**TERMS OF REFERENCE
AND TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF OFFICE
TABLES AND CHAIRS FOR SAMAR II/S. SAMAR DISTRICT OFFICE**

A. INTRODUCTION

These Terms of Reference (TOR) and Technical Specifications refer to the items below to be procured thru Small Value Procurement charged to SAMAR II MOOE Funds for Samar 2/S. Samar District Office.

B. BUDGET

The National Housing Authority through the Annual Procurement Plan FY 2022-Goods and Services for Samar II/S. Samar District Office intends the sum of **Sixty Four Thousand Pesos Only (Php64,000.00)** being the budget for the procurement of Office Tables and Chairs with its specifications:

QTY	Item/Description	Approved Budget for the Contract
8	<p>Office Tables</p> <p>Drawers: 4 drawers with 2 lockable (center and the first drawer on the right side) Material: Made from sturdy laminated wood Dimensions: 120cm Lx 60cmWx 75cm H Table Top: 25mm MDF Laminated Side Panel: 16mm Laminated particle Board Table Legs: With attached rubber pads Drawer Runner: Full Metal Color: Gray</p>	Php32,000.00
8	<p>Office Chairs</p> <p>Clerical Chair w/ armrest, Mesh Fabric Backrest, High Density Cushion Seat, Tilt-lock function, Pneumatic Height Adjustment, 360^o Swivel Function Base Type: Chromed Steel Base Size: 300mm Base Capacity: 300kgs Caster Type: PP Mechanism Type: Tilting Mechanism Mechanism Thickness: 2.0mm Chair Seating Capacity: 100kgs</p>	Php32,000

	Color: Black	
	TOTAL	Php64,000.00

C. DELIVERABLES

C.1 CONTRACT DURATION/DELIVERY PERIOD

The goods shall be delivered at the National Housing Authority Samar 2/S. Samar District Office, Basey, Samar within 20 days upon issuance of Notice to Proceed.

C.2 WARRANTY

On-Site One (1) year warranty on parts, labor and service; next business day on-site response within Basey, Samar, after its inspection and acceptance of the Procuring Entity.

C.3 DOCUMENTATION

1. Brochures showing the specifications of the product
2. Warranty Certificate
3. Registration Certificate

D. INSPECTION THROUGH QUALITY AND DEFECTS/DAMAGE

The National Housing Authority shall have the right to inspect the quality of goods if found defects or damage to confirm with the Contract. The goods to be delivered must be brand new. The winning supplier shall automatically replace the defective or damage goods upon inspection within 1-2 days.

E. MAINTENANCE/TECHNICAL SUPPORT

- During the warranty period, the vendor shall provide highly technical personnel to service defective or damaged office furniture including its components/peripherals whenever breakdown and/or any related problem should occur.
- On call support shall be available 24 hours a day, 7 days a week. A one (1) hour response from time of call (through telephone call) shall be provided.

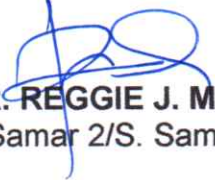
- The winning supplier to sign a maintenance contract after a lapse of one (1) year.
- On-site support must have a response time of not more than 8 hours from the time of the call in cases when the phone support could not solve the problem.
- On office furniture repair, inspection shall be done on-site to know the extent of the problem. All components beyond repair shall be replaced at no cost during the warranty period. Service units should be available for the unit/furniture and peripherals a day after inspection and diagnosis for replacement of defective unit(s)
- Unit model must be current and no in "End of Life" reflected in the current product line found in the supplier/manufacturer's official website/brochure. A supplier/manufacturer's Certificate for this purpose is required;
- All Components must be branded and should be factory installed with corresponding part number and verifiable via web.
- The winning supplier must provide expert personnel to service the equipment whenever any related problem should occur.
- The winning supplier must shoulder all expenses of the technical person(s) who will be providing the technical services on-site.

F. AVAILABILITY


- The winning supplier must provide pro-active maintenance support that automatically generates report and sends notification top the manufacturers 24 x 7 call support centers in cases of equipment's abnormality so that component will be replaced and errors will be fixed before failure occurs.
- The supplier must provide a central toll free hotline number and email address;
- Equipment components that cannot be repaired must be provided with a service unit. Service unit and/or replacement parts must be available at all times.
- On-site support shall be provided by the supplier the Next Business Day after final remote diagnosis for delivered items within Basey, Samar. At most 2 business days for outside Basey, Samar. On-site support engineers should have a valid supplier/manufacturer's ID (same as the Brand delivered).

- The component(s) that has been replaced must be operational within 24 hours including responses time of _____ hours.

Submitted by:


ENGR. REGGIE J. MAÑOSO
OIC, Samar 2/S. Samar District Office

Approved/Disapproved:


ENGR. CONSTANCIO G. ANTINIERO
Regional Manager, Region VIII