



REQUEST FOR QUOTATION (RFQ)

The National Housing Authority (NHA), through its Regional Office Bids and Awards Committee (ROBAC), intends to procure janitorial 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-10: Supply and Delivery of Janitorial Supplies for NHA - Region III Office
Brief Description	Supply and Delivery of Janitorial 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)	Fifty-Four Thousand Seven Hundred Ninety-Three and 80/100 Pesos (₱54,793.80) 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 a 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 **December 1, 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 Janitorial Supplies for NHA - Region III Office		Fifty-Four Thousand Seven Hundred Ninety-Three and 80/100 Pesos (₱54,793.80) inclusive of taxes		
No.	Item Description	Compliance		Remarks
		Yes	No	
Specifications:				
1	Janitorial 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
	JANITORIAL SUPPLIES				
1	Alcohol, ethyl, 68%-72%, scented, 500ml	60	bottle		
2	Alcohol, ethyl, 68%-72%, scented, gallon	12	gallon		
3	Bleach	26	liter		
4	Broom, Tambo, Tiger Grass	15	pc		
5	Detergent Powder, 500g	45	pack		
6	Dishwashing Liquid, 500ml	75	bottle		
7	Fogging Solution	3	gallon		
8	Hand Soap, Liquid, 500ml	30	bottle		
9	Insecticide, Aerosol, 600 ml	36	can		
10	Mop Handle, Plastic	11	pc		
11	Rags, Doormat	50	pc		
12	Rags, Pranela	15	pack		
13	Scouring Powder, 350g	10	bottle		
14	Sponge (for plate)	80	pc		
15	Toilet Cleanser, Liquid	40	bottle		
16	Toilet Bowl Brush Cleaner with handle (round)	10	pc		
17	Toilet Tissue Paper, 12/pack	75	pack		
	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/es