



REQUEST FOR QUOTATION

PROJECT: **SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES**

Purchase Request No.: 2411 - 568

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2024*, intends to apply the sum of ₱ 200,258.00, being the Agency Estimate, to payments under the project **“Supply & Delivery of Various Office Supplies”**. Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the **“Supply & Delivery of Various Office Supplies”**. Delivery of Goods/Services is required for a period Fifteen (15) calendar days, after the issuance of the Purchase Order.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **MR. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor’s Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor’s/Business Permit.
4. The **Omnibus Sworn Statement²** (for ABC’s above Php 50k) (GPPB-prescribed forms), **Income/ Business Tax Return³** (for ABC’s above Php 500k) will also be required to be submitted.
5. Quotations must be delivered to the address below on or before November 25, 2024, at 5 P.M.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

ZENAIDA T. ARROJO
National Tobacco Administration
11TH Floor, The Upper Class Tower, Quezon Avenue
corner Scout Reyes St., Quezon City
Tel No. 372 3188;
Website Address: nta.da.gov.ph


ZENAIDA T. ARROJO
Chairperson, NTA-BAC

1 In case of recently expired Mayor’s/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

2 In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

3 Manually filed tax returns or filed through the EFPS

Bids and Awards Form No. Republic of the Philippines Department of Agriculture NATIONAL TOBACCO ADMINISTRATION Scout Reyes St. cor Panay Ave., QC	Quotation Form	No. _____ Date: _____
	QUOTED BY: Signature over Printed Name	
Name of Company	Position/Designation	
Contact No.	Date: _____	

Please quote us your net government price, taxes included, on each of the following:

Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (Php)	Complied	
					(Y or N)	BID PRICE
300	piece	DATA FOLDER, Horizontal, Blue		200,258.00		
200	piece	DATA FOLDER, Horizontal, Black				
100	ream	PAPER, Multi-copy, A4, 80 GSM				
10	ream	PAPER, Multi-copy, Short, 80 GSM				
100	bottle	INK, Epson 003, Black				
150	piece	BALLPEN, Blue				
5	box	ENVELOPE, Documentary, Legal, 500 pcs. per box				
5	box	ENVELOPE, Pay, 500 pcs. per box				
10	unit	EXTERNAL HARD DRIVE, 1TB				
10	pack	FOLDER with tab, Legal, 100 pcs. per pack				
50	pack	FOLDER, L-type, Legal, 50 pcs. per pack				
24	pack	GLUE, All-purpose, 130g				
50	piece	MARKER, Permanent, Blue				
100	pad	NOTEPAD, stick on, 2"x3", 100 sheets per pad				
100	pad	NOTEPAD, stick on, 3"x3", 100 sheets per pad				
100	pad	NOTEPAD, stick on, 4"x3", 100 sheets per pad				
100	piece	SIGN PEN, V7, Blue				
50	roll	TAPE, Masking, 48mm				
50	roll	TAPE, double-sided, 24mm				
100	pack	FILE TAB DIVIDER, A4, 5 sheets per pack				
100	pack	FILE TAB DIVIDER, Legal, 5 sheets per pack				
20	box	RUBBER BAND No.18				
20	piece	STAMP PAD, Felt				
		nothing follows				

Period of Delivery: Fifteen (15) calendar days, after issuance of the Purchase Order

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,



ZENAIDA T. ARROJO
Chairperson, NTA-Bids and Awards Committee