



REQUEST FOR QUOTATION

PROJECT: SUPPLY AND DELIVERY OF TWO (2) UNITS OF FIREPROOF SAFE CABINETS FOR USE AT THE NTA CENTRAL OFFICE

Purchase Request No.: 2502 - 051

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2025*, intends to apply the sum of ₱ 160,000.00, being the Agency Estimate, to payments under the contract for the “**Supply and Delivery of Two (2) Units of Fireproof Safe Cabinets for Use at the NTA Central Office**”. Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the “**Supply and Delivery of Two (2) Units of Fireproof Safe Cabinets for Use at the NTA Central Office**”. Delivery of Goods/Services is required for a period of Sixty (60) 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 **Certificate of PhilGEPS Registration** 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 March 4, 2025, 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. 8 h372 3193;
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
2	unit	ALL FIREPROOF SAFE CABINET Specifications: - All steel, four (4) drawers, with an overall dimension of 60"h x 20"w x 30"d - Each drawer is individually equipped with an imported combination lock with changeable number codes - Each drawer is equipped with imported roller bearings providing a full suspension slide, slotted-type file divider, aluminum cardholder, and specialized chrome plate handle - Whole unit is fire-resistant for 3-4 hours - Unit is fabricated with steel casters for mobility - Undergo powder coating procedure Warranty: - One (1) year against any mechanical/factory defects ***nothing follows***		160,000.00		

Period of Delivery: Sixty (60) calendar days, upon receipt 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 (NTA-BAC)