



REQUEST FOR QUOTATION

PROJECT: **SUPPLY & DELIVERY OF IT PARTS, ACCESSORIES, AND PERIPHERALS FOR USE AT THE NTA CENTRAL OFFICE**

Purchase Request No.: 2502 - 060

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2025*, intends to apply the total sum of ₱ 83,000.00, being the Agency Estimate, to payments under the contract for the **“Supply & Delivery of IT Parts, Accessories, and Peripherals 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 & Delivery of IT Parts, Accessories, and Peripherals for Use at the NTA Central Office”**. Delivery of Goods/Services is required for a period of thirty (30) calendar days, upon receipt 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 25, 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.p


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 11th Floor, The Upper Class Tower, Quezon Ave.	Quotation Form	No. _____
		Date: _____
Name of Company	QUOTED BY: Signature over Printed Name	
Contact No.	Position/Designation Date: _____	

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

Lot	Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (Php)	Complied	
						(Y or N)	BID PRICE
1	5	unit	1 TB NVMe, PCIe, Gen 4.0 M.2 Storage: 1 Terabyte up to 5,500MB/s read speeds		83,000.00		
	5	unit	1 TB External SSD Storage: 1 Terabyte Write speeds of up to 1000MB/s Read speeds of up to 1050MB/s				
	1	unit	Conference Mic Speakerphone VoiceRadar Technology Sensitive Voice Pickup: 4 microphone with 32KHz sampling rate Officially Certified by Zoom, Google Meet, and other third party platforms Hi-Fi Grade Sound For Small to Medium Rooms: up to 12 people and you can wirelessly pair two of them to increase coverage for up to 20 people Easy to Use				
	1	unit	Webcam 1080P60 Supported Resolutions (uncompressed): 1080p60, 1080p30, 720p60, 720p30, 540p60, 540p30 Optics: Prime Lens (all-glass) Focus Range: 30-120cm (11.8 - 47.2 in) Aperture: f/2.4 Focal Length: 24mm Field of View: 82° (diagonal) Sensor: Sony® STARVIS™ CMOS Connection: USB 3.0 (or better), type C				
	3	unit	Wireless keyboard and mouse bundle *** nothing follows***				

Period of Delivery: Thirty (30) 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)