



## REQUEST FOR QUOTATION

**PROJECT: SUPPLY & DELIVERY OF VARIOUS LABORATORY CHEMICALS AND REAGENTS FOR USE AT THE INDUSTRIAL RESEARCH DEPARTMENT IN THE NTA CENTRAL OFFICE AND NTA ILOCOS NORTE BRANCH OFFICE**

Purchase Request No.: 2502 - 061

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2025*, intends to apply the total sum of ₱381,808.00, being the Agency Estimate, to payments under the contract for the “**Supply & Delivery of Various Laboratory Chemicals and Reagents for Use at the Industrial Research Department in the NTA Central Office and NTA Ilocos Norte Branch Office**”. Quotations received in excess of the Agency Estimate shall be automatically rejected.

<b>LOT 1</b>	<b>Various Laboratory Chemicals and Reagents</b> (To be delivered in Ilocos Norte)	<b>₱166,680.00</b>
<b>LOT 2</b>	<b>Various Laboratory Chemicals and Reagents</b> (To be delivered in Quezon City)	<b>₱215,128.00</b>

1. The NTA now invites quotations for the “**Supply & Delivery of Various Laboratory Chemicals and Reagents for Use at the Industrial Research Department in the NTA Central Office and NTA Ilocos Norte Branch Office**”. Delivery of Goods/Services is required for a period of Thirty (30) 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 Permit<sup>1</sup>** 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 Statement<sup>2</sup>** (for ABC’s above Php 50k) (**GPPB-prescribed forms**), **Income/ Business Tax Return<sup>3</sup>** (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 17, 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  
11<sup>TH</sup> Floor, The Upper Class Tower, Quezon Avenue corner  
Scout Reyes St., Quezon City  
Tel No. 372 3188;  
Website Address: [nta.da.gov.ph](http://nta.da.gov.ph)

  
**ZENAIDA T. ARROJO**  
Chairperson, NTA-BAC

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> Manually filed tax returns or filed through the EFPS

Bids and Awards Form No.		Quotation Form		No.
Republic of the Philippines Department of Agriculture <b>NATIONAL TOBACCO ADMINISTRATION</b> Scout Reyes St. cor Panay Ave., QC				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	4	bottle	Acetic Acid, Glacial, AR, 2.5L		<b>166,680.00</b>		
	4	bottle	Sodium Hydroxide, Crystals, AR, 500g				
	2	bottle	Hydrochloric Acid, 32%, AR, 2500ml				
	5	bottle	Potassium Chloride, AR, 500g				
	2	bottle	Sulfuric Acid, >96%, AR, 2.5L				
	1	bottle	Devarda Alloy, AR, 100g				
	1	bottle	Magnesium Oxide, Light, AR, 500g				
	1	bottle	Diphenylamine, AR, 100g				
	1	bottle	Ammonium Sulfate, AR, 500g				
	1	bottle	Stannous Chloride, AR, 50g				
	1	bottle	Ammonium Molybdate, AR, 500g				
	1	bottle	Ammonium Metavanadate, AR, 100g				
	4	bottle	Sodium Sulfate (Na <sub>2</sub> SO <sub>4</sub> ) (1kg/bot.), AR Grade				
	4	bottle	Benzene (C <sub>6</sub> H <sub>6</sub> ), 2.5L/bot., AR Grade				
	4	bottle	Chloroform (CHCl <sub>3</sub> ), 2.5L/bot., AR Grade				
	1	bottle	Crystal Violet Indicator, 100g/bot., AR Grade				
	1	bottle	Potassium Hydrogen Phthalate (KHP), 100g/bot., AR Grade				
	2	bottle	Calcium Oxide 500g				
	3	bottle	Celite 1kg				
			<b>NOTE:</b> 1. Shall be accompanied by the latest copy of Certificate of Analysis (COA) and Safety Data Sheet (SDS) upon delivery. 2. Must expire after at least 3 years from the date of receipt of the laboratory.  ***nothing follows***				

Period of Delivery: Thirty (30) 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 (NTA-BAC)

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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
2	1	bottle	Acetic Acid, Glacial, AR, 2.5L		<b>215,128.00</b>		
	1	bottle	di-Sodium Hydrogen Phosphate, AR, 500g				
	1	bottle	Chloramine-T, Trihydrate, AR, 100g				
	1	bottle	Sodium Hydroxide, Crystals, AR, 500g				
	1	bottle	Citric Acid, AR, 500g				
	1	bottle	Sulfanilic Acid, AR, 100g				
	1	bottle	Potassium Cyanide, AR, 500g				
	1	bottle	4-Hydroxybenzoic Acid Hydrazide, AR, 100g				
	1	bottle	di-Sodium Tetraborate Decahydrate, AR, 500g				
	1	bottle	Brij 35 (30%), AR, 100ml				
	1	bottle	Calcium Chloride Dihydrate, AR, 500ml				
	1	bottle	(D+) Glucose Monohydrate, AR, 500g				
	1	bottle	Nicotine, 100% pure for GC & CFA, AR, 25ml				
	1	bottle	Mercury (II) Thiocyanate, AR, 250g				
	1	bottle	Iron (III) Nitrate Nonahydrate, AR, 500g				
	1	bottle	Potassium Chloride, AR, 500g				
	1	bottle	Ferrous Sulfate Heptahydrate, AR, 500g				
	1	bottle	Oxalic Acid Decahydrate, AR, 500g				
	2	bottle	Ethanol (CH <sub>3</sub> CH <sub>2</sub> OH), 4L/bot., AR Grade				
	1	bottle	Sodium Sulfate (Na <sub>2</sub> SO <sub>4</sub> ) (1kg/bot.), AR Grade				
	1	bottle	Benzene (C <sub>6</sub> H <sub>6</sub> ), 2.5L/bot., AR Grade				
	1	bottle	Chloroform (CHCl <sub>3</sub> ), 2.5L/bot., AR Grade				
	1	bottle	Crystal Violet Indicator, 100g/bot., AR Grade				
	1	bottle	Perchloric Acid (HClO <sub>4</sub> ), 2.5L/bot., AR Grade				
	1	bottle	Potassium Hydrogen Phthalate (KHP), 100g/bot., AR Grade				
			<b>NOTE:</b> 1. Shall be accompanied by the latest copy of Certificate of Analysis (COA) and Safety Data Sheet (SDS) upon delivery. 2. Must expire after at least 3 years from the date of receipt of the laboratory.  ***nothing follows***				

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Very truly yours,

  
 ZERILDA T. ARROJO  
 Chairperson, NTA-Bids and Awards Committee (NTA-BAC)