



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9745302
Procuring Entity NATIONAL HOME MORTGAGE FINANCE CORPORATION
Title Supply and Delivery of Various Office Supplies
Area of Delivery Metro Manila

Solicitation Number:	23-05-392	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	12/05/2023
Approved Budget for the Contract:	PHP 380,000.00	Last Updated / Time	11/05/2023 15:14 PM
Delivery Period:		Closing Date / Time	17/05/2023 08:00 AM
Client Agency:			
Contact Person:	EDEM D. ABONITALLA RECORDS OFFICER III Filomena Bldg. III, 104 Amorsolo St., Makati City Metro Manila Philippines 1229 63-02-8931501 Ext.378 63-02-8176021 redeemer_abonitalla18@yahoo.com		

Description

Supply and Delivery of Various Office Supplies

500 bottles Alcohol, Ethyl or Isopropyl, 500ml
50 boxes Computer Form, 280mm x 241mm, 1ply
50 boxes Computer Form, 280mm x 241mm, 2ply
2000 pcs Envelope, expanding, kraft brown
10 bundles Looseleaf Cover, Legal (50pcs/bndl)
100 boxes Paper Clip, vinyl/plastic coated, 50mm
720 pcs Pencil, lead, with eraser
500 pcs Record Book, 500 pages
50 boxes Rubber Band, No. 18
240 pcs Sign Pen Black, Extra fine tip, 0.5mm, black
120 pcs Sign Pen Blue, Extra fine tip, 0.5mm, blue
120 pcs Sign Pen Red, Extra fine tip, 0.5mm, red
30 boxes Stapler, standard type
30 pcs Waste Basket, non-rigid plastic
200 reams Paper, Multicopy, short 80gsm
200 reams Paper, Multicopy, legal 80gsm

Note: Attached latest/updated copy of the following documents:

1. Philgeps Registration Number or Organization Profile

2. Mayors/Business Permit
3. DTI or Sec Registration
4. Certificate of Registration (BIR Form 2303)
5. Tax Clearance Certificate

You may send your Quotations c/o Mr. Edmundo P. Garais or Mr. Edem Abonitalla thru the following:

- Sealed bids at 3/f General Services Division, Filomena Bldg. III, 104 Amorsolo St., Legaspi Village, Makati
- Fax Quotations at Telefax No.: 8817-6021
- Email at redeemer_abonitalla18@yahoo.com

For further inquiries you may call NHMFC-General Services Division Procurement Section at 8893-1501 loc. 378 and look for Mr. Edem Abonitalla.

Created by EDEM D. ABONITALLA

Date Created 11/05/2023

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REQUEST FOR QUOTATION (RFQ)

Date

Reference No.:

Solicitation No.: 23-05-392

Attention: PROCUREMENT SECTION
c/o The Chief, General Services Division
National Home Mortgage Finance Corporation
3rd Floor, Filomena Building,
104 Amorsolo Street, Legaspi, Village, Makati City

1. Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we the undersigned offer to supply and deliver the following:

QTY.	DESCRIPTION	UNIT COST	TOTAL COST
	Supply and Delivery of various Office Supplies		
500 bottles	Alcohol, Ethyl or Isopropyl, 500ml		
50 boxes	Computer Form, 280mm x 241mm, 1ply		
50 boxes	Computer Form, 280mm x 241mm, 2ply		
2000 pcs	Envelope, expanding, kraft brown		
10 bundles	Looseleaf Cover, Legal (50pcs/bndl)		
100 boxes	Paper Clip, vinyl/plastic coated, 50mm		
720 pcs	Pencil, lead, with eraser		
500 pcs	Record Book, 500 pages		
50 boxes	Rubber Band, No. 18		
240 pcs	Sign Pen Black, Extra fine tip, 0.5mm, black		
120 pcs	Sign Pen Blue, Extra fine tip, 0.5mm, blue		
120 pcs	Sign Pen Red, Extra fine tip, 0.5mm, red		
30 boxes	Stapler, standard type		
30 pcs	Waste Basket, non-rigid plastic		
200 reams	Paper, Multicopy, short 80gsm		
200 reams	Paper, Multicopy, legal 80gsm		

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within the seven (7) / fifteen (15) / thirty (30) day delivery period from receipt of Purchase Order (PO).
3. We agree to abide by this Quotation/bid for a period of sixty (60) days after the deadline of submission specified in the RFQ.
4. We understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.

Very truly yours,

(Signature over printed name)

Name of Company

Address

Telephone & Fax No.

Email Address