



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10215271
Procuring Entity NATIONAL HOME MORTGAGE FINANCE CORPORATION
Title Supply and Delivery of Various Office Supplies
Area of Delivery Metro Manila

Solicitation Number:	23-09-938	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	12/10/2023
Approved Budget for the Contract:	PHP 380,000.00	Last Updated / Time	11/10/2023 15:48 PM
Delivery Period:		Closing Date / Time	17/10/2023 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 Deliver of:

100 Pcs Battery AA (2pcs per pack)
 50 Pcs Brother Ink LC3617, Black, original
 30 Pcs Brother Ink LC3617, Yellow, original
 30 Pcs Brother Ink LC3617, Magenta, original
 30 Pcs Brother Ink LC3617, Cyan, original
 120 Box Clip, Back Fold, 19MM (12pcs/box)
 120 Box Clip, Back Fold, 25MM (12pcs/box)
 120 Box Clip, Back Fold, 32MM (12pcs/box)
 120 Box Clip, Back Fold, 50MM (12pcs/box)
 200 Pcs Folder Long (Morocco), Blue
 6 Pcs Fuji Toner Cartridge for Docuprint M375Z/P375 DW
 200 Ream Paper, bond (long) Multicopy, legal 80gsm
 100 Ream Paper, bond w/logo (short) 80gsm
 200 Ream Paper, mimeo (long), 70gsm, subs 18
 100 Pcs Scissor, Length: min. 6"
 * * * *nothing follows * * * *

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. Aljomar Han Pacasum 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 aljomarhan.pacasum@nhmfc.gov.ph
For further inquiries you may call NHMFC-General Services Division Procurement Section at 8893-1501 loc. 378 and look for Mr. Aljo Pacasum.

Created by EDEM D. ABONITALLA

Date Created 11/10/2023

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NATIONAL HOME MORTGAGE FINANCE CORPORATION

October 12, 2023

To all prospective bidders:

Subject: Supply and Delivery of Various Office Supplies

Dear Sir/Madam:

The National Home Mortgage Finance Corporation (NHMFC) is inviting all interested parties to submit proposals for the **Supply and Delivery of Various Office Supplies** with an Approved Budget for the Contract of **Php 380,000.00** inclusive of all applicable taxes and fees. The details of the requirements are provided in the attached Request For Quotations (RFQ).

Interested parties may submit their proposals, along with other documentary requirements indicated in the RFQ, in a sealed envelope to the address below or through electronic submission of portable document format at **aljomarhan.pacasum@nhmfc.gov.ph** on or before **October 17, 2023 at 8:00 a.m.**:

Attention : Mr. Edmundo P. Garais
Chief of Division, General Services Division
c/o Procurement Section
National Home Mortgage Finance Corporation
3rd Floor Filomena Building III, Amorsolo
Street, Legaspi Village, Makati City

For further inquiries, please email the Procurement Section, General Services Division at **aljomarhan.pacasum@nhmfc.gov.ph**.

Thank you.

Very truly yours,

EDMUNDO P. GARAIS
COD, GSD



FILOMENA BUILDING III, 104 AMORSOLO ST. LEGASPI VILLAGE, MAKATI CITY
TEL. NO. 8892-5243/8893-1501

REQUEST FOR QUOTATION (RFQ)

Date

Quotation No.: _____

Solicitation No.: 23-09-938

Attention: PROCUREMENT SECTION
c/o The Chief of Division, 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 Deliver of:		
100 Pcs	Battery AA (2pcs per pack)		
50 Pcs	Brother Ink LC3617, Black, original		
30 Pcs	Brother Ink LC3617, Yellow, original		
30 Pcs	Brother Ink LC3617, Magenta, original		
30 Pcs	Brother Ink LC3617, Cyan, original		
120 Box	Clip, Back Fold, 19MM (12pcs/box)		
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120 Box	Clip, Back Fold, 50MM (12pcs/box)		
200 Pcs	Folder Long (Morocco), Blue		
6 Pcs	Fuji Toner Cartridge for Docuprint M375Z/P375 DW		
200 Ream	Paper, bond (long) Multicopy, legal 80gsm		
100 Ream	Paper, bond w/logo (short) 80gsm		
200 Ream	Paper, mimeo (long), 70gsm, subs 18		
100 Pcs	Scissor, Length: min. 6"		
	nothing follows		

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.
5. Attached latest/updated copy of the following documents:
- Philgeps Registration Number or Organization Profile
 - Mayors/Business Permit, DTI or Sec Registration
 - Certificate of Registration (BIR Form 2303)
 - Tax Clearance Certificate

Very truly yours,

(Signature over printed name)

Name of Company

Address

Telephone & Fax No.

Email Address