



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10297887  
**Procuring Entity** NATIONAL HOME MORTGAGE FINANCE CORPORATION  
**Title** Supply and Delivery of Expanding Envelope and Sticker Paper  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	20-10-1029	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	10/11/2023
<b>Approved Budget for the Contract:</b>	PHP 335,000.00	<b>Last Updated / Time</b>	09/11/2023 09:40 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	15/11/2023 08:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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:  
 1. 200 boxes Kraft, Long Expanding Envelope  
 2. 150 packs (100 pcs. per pack) A4 Matte Sticker paper

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
6. Omnibus Sworn Statement

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** 09/11/2023

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NATIONAL HOME MORTGAGE FINANCE CORPORATION

November 10, 2023

To all prospective bidders:

**Subject: Supply and Delivery of Expanding Envelope and Sticker Paper**

Dear Sir/Madam:

The National Home Mortgage Finance Corporation (NHMFC) is inviting all interested parties to submit proposals for the **Supply and Delivery of Expanding Envelope and Sticker Paper** with an Approved Budget for the Contract of **Php 335,000.00** 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](mailto:aljomarhan.pacasum@nhmfc.gov.ph)** on or before **November 15, 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  
3<sup>rd</sup> 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](mailto: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

TRUNK LINE: 8893-1501 / 8893-1515



**REQUEST FOR QUOTATION (RFQ)**

\_\_\_\_\_ Date

Reference No.: \_\_\_\_\_

Solicitation No.: 23-10-1029

**Attention: PROCUREMENT SECTION**  
c/o The Chief of Division, General Services Division  
National Home Mortgage Finance Corporation  
3<sup>rd</sup> 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:		
200 boxes	Kraft, Long Expanding Envelope		
150 packs (100 pcs. per pack)	A4 Matte Sticker paper		

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
  - Omnibus Sworn Statement

**Very truly yours,**

\_\_\_\_\_  
**(Signature over printed name)**

\_\_\_\_\_  
**Name of Company**





NATIONAL HOME MORTGAGE FINANCE CORPORATION

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**Address**

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**Telephone & Fax No.**

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**Email Address**



FILOMENA BUILDING III, 104 AMORSOLO ST. LEGASPI VILLAGE, MAKATI CITY

TRUNK LINE: 8893-1501 / 8893-1515