



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10323951  
**Procuring Entity** NATIONAL HOME MORTGAGE FINANCE CORPORATION  
**Title** Supply and Delivery of Various Office Supplies 2  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	23-08-792	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<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>	16/11/2023
<b>Approved Budget for the Contract:</b>	PHP 350,000.00	<b>Last Updated / Time</b>	15/11/2023 15:39 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	20/11/2023 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:  
120 pcs Ballpen, Blue  
120 pcs Ballpen, Red  
50 boxes Paper Clip, vinyl/plastic coat, length: 32mm min  
200 pcs Folder, (Morocco) / fancy A4 (blue)  
100 cans Insecticide, aerosol type, kerosene based, 600ml  
120 pcs Marker, Permanent (Black), Felt, Bullet  
240 pcs Sign Pen, Black, liquid or gel 0.5mm, needle type  
120 pcs Sign Pen, Blue, liquid or gel 0.5mm, needle type  
50 pcs Stamp Pad, width:60mm / length:100mm  
240 rolls Tape, Scotch width:24mm / length:50meters  
50 pcs Epson Ink, 003, Cyan, original  
50 pcs Epson Ink, 003, Yellow, original  
50 pcs Epson Ink, 003, Magenta, original  
50 pcs HP Ink 932 XL, Black, original  
50 pcs HP INK #678, black, original

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** 15/11/2023

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# NATIONAL HOME MORTGAGE FINANCE CORPORATION

November 16, 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 350,000.00** 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 **November 20, 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**.

Thank you.

Very truly yours,

**EDMUNDO P. GARAIS**  
COD, GSD



FILOMENA BUILDING III, 104 AMORSOLO ST., LEGASPI VILLAGE, MAKATI CITY  
TELEPHONE NUMBER 893-1501

## REQUEST FOR QUOTATION (RFQ)

\_\_\_\_\_  
Date

Reference No.: \_\_\_\_\_  
Solicitation No.: 23-08-792

**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:		
120 pcs	Ballpen, Blue		
120 pcs	Ballpen, Red		
50 boxes	Paper Clip, vinyl/plastic coat, length: 32mm min		
200 pcs	Folder, (Morocco) / fancy A4 (blue)		
100 cans	Insecticide, aerosol type, kerosene based, 600ml		
120 pcs	Marker, Permanent (Black), Felt, Bullet		
240 pcs	Sign Pen, Black, liquid or gel 0.5mm, needle type		
120 pcs	Sign Pen, Blue, liquid or gel 0.5mm, needle type		
50 pcs	Stamp Pad, width:60mm / length:100mm		
240 rolls	Tape, Scotch width:24mm / length:50meters		
50 pcs	Epson Ink, 003, Cyan, original		
50 pcs	Epson Ink, 003, Yellow, original		
50 pcs	Epson Ink, 003, Magenta, original		
50 pcs	HP Ink 932 XL, Black, original		
50 pcs	HP INK #678, black, original		

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,**

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**(Signature over printed name)**

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**Name of Company**

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**Address**

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**Telephone & Fax No.**

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**Email Address**