



## REQUEST FOR QUOTATION

PROJECT: **SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES**

Purchase Request No.: 2405 - 197

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2024*, intends to apply the sum of ₱ 165,265.00, being the Agency Estimate, to payments under the contract for the **“Supply & Delivery of Various Office Supplies”**. Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the **“Supply & Delivery of Various Office Supplies”**. Delivery of Goods/Services is required for a period Fifteen (15) 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> (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 June 3, 2024, 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. Date: _____
Republic of the Philippines Department of Agriculture <b>NATIONAL TOBACCO ADMINISTRATION</b> Scout Reyes St. cor Panay Ave., QC			
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:

Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (Php)	Complied	
					(Y or N)	BID PRICE
100	piece	Ballpen, Black, .5		<b>165,265.00</b>		
150	piece	Ballpen, Blue, .5				
30	pack	Battery, dry cell, size AA, 4 pcs. per pack				
30	pack	Battery, dry cell, size AAA, 4 pcs. per pack				
100	box	Clip, backfold, 19mm				
100	box	Clip, backfold, 25mm				
100	box	Clip, backfold, 32mm				
100	box	Clip, backfold, 50mm				
150	piece	Correction Tape, 5mm x 8m				
100	box	Fastener, metal, non-sharp edges, 50 sets per box				
100	bottle	Ink, Epson 003, Black				
75	bottle	Ink, Epson 003, Cyan				
75	bottle	Ink, Epson 003, Magenta				
75	bottle	Ink, Epson 003, Yellow				
30	cartridge	Ink, HP 680, Black				
25	cartridge	Ink, HP 680, Color				
100	piece	Marker, Permanent, Black, Broad				
50	piece	Marker, Whiteboard, Black				
100	box	Paper Clip, vinyl/plastic coated, 33mm				
100	piece	Sign Pen, V7, Black				
150	piece	Sign Pen, V7, Blue				
50	roll	Tape, packaging, 48mm				
		**nothing follows**				

Period of Delivery: Fifteen (15) 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. ARROYO

Chairperson, NTA Bids and Awards Committee (NTA-BAC)