



REQUEST FOR QUOTATION

PROJECT: **SUPPLY & DELIVERY OF IT PARTS, ACCESSORIES, AND PERIPHERALS FOR THE NTA CENTRAL OFFICE**

Purchase Request No.: 2406 - 239

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2024*, intends to apply the sum of ₱ 84,200.00, being the Agency Estimate, to payments under the contract for the **“Supply & Delivery of IT Parts, Accessories, and Peripherals for the NTA Central Office”**. Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the **“Supply & Delivery of IT Parts, Accessories, and Peripherals for the NTA Central Office”**. Delivery of Goods/Services is required for a period of thirty (30) 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 Permit¹** 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 Statement²** (for ABC's above Php 50k) (GPPB-prescribed forms), **Income/ Business Tax Return³** (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 26, 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
11TH Floor, The Upper Class Tower, Quezon Avenue corner
Scout Reyes St., Quezon City
Tel No. 372 3188;
Website Address: nta.da.gov.ph


ZENAIDA T. ARROJO
Chairperson, NTA-BAC

1 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.

2 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.

3 Manually filed tax returns or filed through the EFPS

Bids and Awards Form No. Republic of the Philippines Department of Agriculture NATIONAL TOBACCO ADMINISTRATION 11th Floor, The Upper Class Tower, Quezon Ave.	Quotation Form	No. _____ Date: _____
	QUOTED BY: Signature over Printed Name	
Name of Company	Position/Designation	
Contact No.	Date: _____	

Please quote us your net government price, taxes included, on each of the following:

Lot	Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (PhP)	Complied	
						(Y or N)	BID PRICE
1	4	unit	SSD 2.5" 480 GB		84,200.00		
	3	unit	Gigabit Network Switch 24 Ports				
			IEEE 802.3i, IEEE 802.3u, IEEE 802.3ab, IEEE 802.3x				
			24 10/100/1000Mbps RJ45 Ports (Auto Negotiation/ Auto MDI/ MDIX)				
	4	unit	Gigabit Dual-Band Router Wifi 6				
			Gigabit WiFi				
			Fully Featured Wi-Fi 6				
			IEEE 802.11 ax/ac/n/a 5 GHz				
			IEEE 802.11ax/n/b/g 2.4 GHz				
			1 Gigabit WAN Port				
			4 Gigabit LAN Ports				
	2	box	CAT6 UTP Cable				
			24 AWG, Solid, Bare Copper, 4 Pairs				
			Insulation - Polyethylene*				
			Nom. Insulation Diameter: 0.97mm (0.0038in)				
			Color Code: Blue & White with Blue Stripe,				
			Orange & White with Orange Stripe, Green &				
			White with Green Stripe, Brown & White with				
			Brown Stripe				
			Outer Jacket - PVC Polyvinyl Chloride*, Nom				
			Diameter: 5.8mm (0.23in), Ripcord: Yes				
			1000ft/305m per box				
			*** nothing follows***				

Period of Delivery: Thirty (30) calendar days, upon receipt 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. ARROJO

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