



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11883804

Procuring Entity NATIONAL IRRIGATION ADMINISTRATION - REGION IX

Title Supply & Delivery of Office Supplies & Ink Consumables for the use of NIA-R9 Personnel (1st Sem), Balintawak, Pagadian City

Area of Delivery Zamboanga Del Sur

Solicitation Number:	NIAR9-GAA-079 (SH)	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/ Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 392,724.63	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	15/03/2025
Contact Person:	Rex L. Armentia BAC Chairperson Lot 2, Block 15, Regional Center IX, Balintawak Pagadian City Zamboanga Del Sur Philippines 7017 63-62-9453512 63-62-9453512 r9.bac@nia.gov.ph	Last Updated / Time	14/03/2025 13:49 PM
		Closing Date / Time	18/03/2025 09:00 AM

Description REQUEST FOR QUOTATION Supply & Delivery of Office Supplies & Ink Consumables Quotation No. NIAR9-GAA-079 (SH) Company Name PR No.: 2025-03-0057 PhilGEPS Ref. No.: Address Purpose: for the use of NIA-R9 Personnel (1st Sem) Delivery: Balintawak, Pagadian City Date Please quote your lowest price on the job/items listed below, subject to the Specifications and Terms & Conditions stated herein stating the shortest time of delivery and submit your quotation duly signed by your representative together with your eligibility/legal documents to Procurement Section, Regional Center, Balintawak, Pagadian City not later than the bid submission deadline on March 18, 2025 @ 9:00 AM. Failure to observe any of the herein Specifications and Terms & Conditions shall be ground for disqualifications of the bidders concerned. REX L. ARMENTIA BAC Chairperson Supervising Engr. A

Total Approved Budget for the Contract: Php 392,724.63

LOT 1 331,724.63

LOT 2 61,000.00

NO. QTY UNIT AGENCY'S SPECIFICATION BIDDER'S SPECIFICATION UNIT PRICE TOTAL BID PRICE

LOT 1 - Office Supplies

1 pack 28 Double Sided Glossy Photopaper, A4, 120 gsm, 50s

2 pack 30 Double Sided Glossy Photopaper, A4, 250 gsm, 50s

3 pad 108 Notepad, Stick-on, 50mm x 76

4 ream 600 Paper, Multicopy A4

5 ream 150 Paper, Multicopy Legal

6 book 50 Record Book, 300 pages

7 pack 30 Toilet Tissue Paper, 2 ply

8 box 36 Clip, Backfold, 25mm

9 box 36 Clip, Backfold, 32mm

10 piece 70 Correction Tape

11 piece 70 Cutter/Utility Knife, for general purpose

12 piece 50 Data File Box

13 piece 3 Dater Stamp

14 box 3 Envelope, Expanding, Kraft

15 box 3 Envelope, Mailing

16 box 6 Fastener

17 box 6 Folder, Pressboard

18 box 3 Index Tab

19 set 20 Marker, Fluorescent

20 piece 30 Marker, Permanent, Black

21 piece 20 Marker, Whiteboard, Black

22 box 30 Paper clip, vinyl/plastic coated, 33mm

23 box 24 Paper clip, vinyl/plastic coated, 50mm

24 box 15 Pencil, Lead/Graphite, with Eraser

25 piece 3 Pencil Sharpener

26 piece 15 Puncher, Paper Heavy Duty

27 box 15 Rubber Band No. 18

28 piece 6 Stamp Pad, felt

29 pair 9 Scissors, Symmetrical/Asymmetrical

30 piece 10 Stapler, Standard type

31 piece 4 Stapler Remover, Plier-type

32 piece 4 Tape Dispenser, Table top

33 ream 7 PAPER, Multi-Purpose (COPY), A3, 70 gsm

34 unit 6 Steel Cabinet, 5 drawers

35 unit 2 Laminator, Hot, Cold, Reverse Function, Heavy Duty

36 unit 2 Ream Cutter, Heavy Duty

LOT 2 - Toner & Ink Consumables

37 bot 5 Ink, Inkjet printer, yellow 008

38 bot 5 Ink, Inkjet printer, magenta 008

39 bot 5 Ink, Inkjet printer, cyan 008

40 bot 5 Ink, inkjet printer, black 008

41 pcs 6 Epson L18050 Maintenance Box

42 bot 2 Pigment Ink, Vibrant Color, Cyan, 1 Liter

43 bot 2 Pigment Ink, Vibrant Color, Light Cyan, 1 Liter

44 bot 2 Pigment Ink, Vibrant Color, Magenta, 1 Liter

45 bot 2 Pigment Ink, Vibrant Color, Light Magenta, 1 Liter

46 bot 2 Pigment Ink, Vibrant Color, Yellow, 1 Liter

47 bot 2 Pigment Ink, Vibrant Color, Black V2, 1 Liter

xxxxx nothing follows xxxxx

TOTAL AMOUNT:

TOTAL BID PRICE IN WORDS:

Note: Subject to 5% VAT & 1% EWT/CWT deduction as per RA 9337

After having carefully read and accepted the attached General Conditions, I/We quote you on the Items at the prices noted above.

Company Name

Printed Name/Signature/Date Accomplished

Contact/Telephone Number

TERMS AND CONDITIONS

1 All entries must be printed or typed written using the NIA Prescribed form (RFQ). Any modification in the terms of the RFQ shall constitute disqualification.

2 The Total Approved Budget for the Contract (ABC) is Php 392,724.63. All bids in excess of the ABC shall be automatically rejected.

3 Delivery period is within 30 calendar day(s) from receipt of Purchase Order (PO).

4 Price validity shall be for a period of 90 calendar day(s) from the date of Bid Opening.

5 For Lot Award

all items to be grouped together to form one (1) complete Lot. That will be awarded to one Bidder to form one (1) complete contract. Bidder must offer/quote on all items, otherwise, bidder shall automatically be disqualified.

6 Warranty shall be for the one (1) year for equipment and six (6) months for supplies and materials from date of approval of the Inspection & Acceptance Report (IAR) by the authorized National Irrigation Administration's

representative if applicable. Bidders shall submit only one (1) copy of Bid/Request for Quotation (RFQ) together with the following licenses and legal documents also in one (1) copy placed in one (1) sealed.

Mayor's Business Permit
Printed Copy of PhilGEPS Registration Number

7 If an Awardee has accepted a purchase order but fails to deliver the required product(s) with in the time called for in the same order, the Awardee shall extend a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter, if Awardee has not completed delivery within the extended period, the subject Purchase Order shall be cancelled and the award for the undelivered balance withdrawn from that Awardee. The National Irrigation Administration (NIA) shall, then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against DEFAULTING AWARDEE. Refusal by the Defaulting Awardee to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.

Non submission of any of the documents above mentioned shall be a ground for outright rejection of the Bid/RFQ.

Note:

1 Bid Quotations may be submitted to the Procurement Section, Regional Center, Balintawak, Pagadian City, Zamboanga del Sur, or email at r9.bac@nia.gov.ph.

2 Please make certain to affix the signature of the owner, manager or any of its duly authorized representative in a clear legible manner.

3 Bidder shall submit one (1) quotation only. Alternate bids shall be rejected.

Created by

Rex L. Armentia

Date Created

14/03/2025

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