



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11713218  
**Procuring Entity** NATIONAL IRRIGATION ADMINISTRATION - ZAMBOANGA SIBUGAY  
**Title** Supply & Delivery of Common Office Supplies & Equipment, Consumables & Janitorial Supplies  
**Area of Delivery** Zamboanga Sibugay

<b>Solicitation Number:</b>	NIAREG9-01312025-1008	<b>Status</b>	<b>Active</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>	4
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	01/02/2025
<b>Approved Budget for the Contract:</b>	PHP 313,442.85	<b>Last Updated / Time</b>	01/02/2025 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	06/02/2025 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	WILSON NARVAIS CABRALES BAC Chairperson / Principal Engineer A DA-RFOIX Research Division Compound, Sanito, Ipil Zamboanga Sibugay Philippines 7001 63-94-88713237 r9.zamboangasibugay@nia.gov.ph		

#### Description

NO. QTY UNIT AGENCY'S SPECIFICATION  
 Supply & Delivery of Common Office Supplies & Equipment, Consumables & Janitorial Supplies  
 1 10 pack Battery, dry cell, size AAA, Two (2) pieces per blister  
 2 2 pc Ruler 18" or 1 meter stainless  
 3 44 box Clip, backfold, 25mm  
 4 45 box Clip, backfold, 32mm  
 5 50 pc Data File Box, 4 colors (Green, Maroon, Blue & Black)  
 6 8 box Envelope, Expanding, Kraft, Legal with Garter  
 7 2 box Envelope, Mailing with window  
 8 16 box Rubber Band No. 18  
 9 8 pc Stamp Pad, felt  
 10 35 pad Notepad, stick-on, 50mm x 76mm  
 11 21 pad Notepad, stick-on, 76mm x 76mm  
 12 21 ream Paper, Multi-purpose A3, 80 gsm  
 13 12 pc Tape, Double Sided, Tissue type (1" x 10m)  
 14 5 pc Mouse Pad (High Quality)  
 15 150 pc Ball Point Pen, 0.50mm (Black)  
 16 10 pc Ring Binder, plastic, 2" x 1.2m long  
 17 35 pc Ring Binder, plastic, 1/2" x 1.2m long  
 18 35 pc Ring Binder, plastic, 1" x 1.2m long  
 19 60 pc Ring Binder, plastic, 3/4" x 1.2m long  
 20 12 pc Index Tab (Sign Here)  
 21 10 pc Sticky Notes (4x3")  
 22 5 pc Colored Pencil/Dermatograph Colored Pencil, Green  
 23 5 pc Colored Pencil/Dermatograph Colored Pencil, Red  
 24 49 pc Sign Pen, Medium tip, Black, 0.30mm needle tip  
 25 24 pc Sign Pen, Medium tip, Blue, 0.30mm needle tip  
 26 49 pc Sign Pen, Medium tip, Black, 0.50mm needle tip  
 27 5 ream Folder, White, Long 14 pts, 100pcs per ream  
 28 60 pc Engineer's Filedbook



29 2 box Push Pin  
 30 12 ream PVC Cover, A4 size, min of 300 microns  
 31 6 ream PVC Cover, Legal size, min of 300 microns  
 32 1 pc Umbrella Regular Size  
 33 30 bot Genuine Epson Ink 664, Black  
 34 30 bot Genuine Epson Ink 664, Magenta  
 35 16 cart Genuine Brother Ink LC3617, Black  
 36 14 cart Genuine Brother Ink LC3617, Magenta  
 37 14 cart Genuine Brother Ink LC3617, Cyan  
 38 14 cart Genuine Brother Ink LC3617, Yellow  
 39 24 bot Genuine Epson Ink 003, Magenta  
 40 24 bot Genuine Epson Ink 003, Cyan  
 41 24 bot Genuine Epson Ink 003, Yellow  
 42 24 bot Genuine Epson Ink 003, Black  
 43 6 bot Genuine Epson Ink 001, Yellow  
 44 6 bot Genuine Epson Ink 001, Magenta  
 45 6 bot Genuine Epson Ink 001, Cyan  
 46 8 bot Genuine Epson Ink 008, Magenta  
 47 5 bot Genuine Epson Ink 008, Yellow  
 48 5 bot Genuine Epson Ink 008, Cyan  
 49 5 bot Genuine Epson Ink 008, Black  
 50 3 cart Genuine Canon Ink PFT 8320, Matte Black  
 51 3 cart Genuine Canon Ink PFT 8320, Yellow  
 52 5 unit Keyboard, USB Type  
 53 11 pc Broom (Walis Tambo)  
 54 8 bot Toilet Bowl Cleaner, Multi-Purpose, 500ml: Has Hospital-Grade Killer Virex Formula Tested and Proven to kill 99.99% of Disease-Causing Viruses and Bacteria on the Toilet Bowl, Bathroom Floor, Shower area and Sink. It leaves a signature Clean, Classic Scent  
 55 23 pc Detergent Powder, all purpose, 1kg per pack  
 56 9 can Disinfectant Spray, aerosol type, 400-550ml  
 57 12 bot Multi-Insect Spray, Odorless, 300ml  
 58 15 pack Trash Bag, Black, Small (High Quality & Heavy Duty)  
 x-x-x-x-x nothing follows x-x-x-x-x-x

#### 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 to disqualification.  
 2 The Total Approved Budget for the Contract (ABC) is Php 313,442.85. 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) within 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 NIA Zamboanga Sibugay Irrigation Management Office, DA-Research Division, RFO-IX Compound, Sanito, Ipil, Zamboanga Sibugay or by email at r9.zamboangasibugay@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** WILSON NARVAIS CABRALES

**Date Created** 31/01/2025

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