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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12215991
Procuring Entity NATIONAL IRRIGATION ADMINISTRATION - ZAMBOANGA SIBUGAY
Title Supply & Delivery of Common Office Supplies & Equipment, Consumables & Janitorial Supplies for 3rd Quarter CY 2025
Area of Delivery Zamboanga Sibugay

Solicitation Number:	NIAREG9-07092025-1037	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	3
Category:	Office Supplies and Devices	Date Published	12/07/2025
Approved Budget for the Contract:	PHP 222,659.34	Last Updated / Time	12/07/2025 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	17/07/2025 09:00 AM
Client Agency:			
Contact Person:	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 17 ream Paper, Multicopy, Legal, 80 gsm
 2 31 pc Glue All-Purpose, 130 grams min.
 3 24 roll Tape, masking, 24mm
 4 12 roll Tape, packaging, 48mm
 5 24 roll Tape, transparent/clear, 48mm
 6 10 pack Battery, dry cell, size AA, Two (2) pieces per blister pack
 7 90 pc Ball Point Pen, 0.5mm, Black
 8 30 roll Double Sided Tape, Tissue Type, 1 inch
 9 40 pack Linen Board, Legal Size, Cream
 10 18 pack Sticky Arrow Index Tab (Sign Here)
 11 10 pc Arch File Folder 2", A4 size, Vertical, Side Clip, Color Blue
 12 60 pc Engineer's Field Book
 13 6 pc Keyboard, USB Type
 14 8 pc Mouse Pad, High Quality
 15 4 unit External Hard Drive 1TB (Hard Disk interface: USB 3.0)
 16 20 cart Genuine Brother Ink LC3617, Black
 17 20 cart Genuine Brother Ink LC3617, Yellow
 18 20 cart Genuine Brother Ink LC3617, Cyan
 19 20 cart Genuine Brother Ink LC3617, Magenta
 20 50 bot Genuine Epson Ink, 003, Black
 21 24 bot Genuine Epson Ink, 003,Cyan

22 24 bot Genuine Epson Ink, 003, Magenta
23 24 bot Genuine Epson Ink, 003, Yellow
24 2 bot Genuine Epson Ink, 057, Black
25 2 bot Genuine Epson Ink, 057, Cyan
26 2 bot Genuine Epson Ink, 057, Magenta
27 2 bot Genuine Epson Ink, 057, Yellow
28 2 bot Genuine Epson Ink, 057, Light Cyan
29 2 bot Genuine Epson Ink, 057, Light Magenta
30 15 bot Hand Sanitizer, min. 250ml
31 5 pc Broom (Walis Tambo)
32 4 can Furniture Cleaner/Polish, 500ml min.
33 10 pack Trash Bag, Black, XXL (High Quality & Heavy Duty)
34 10 bot Multi-Insect Killer, Odorless, 300ml
35 12 bot Glass Cleaner, 500 ml with Spray
36 20 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
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 222,659.34. 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 11/07/2025

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