



**REQUEST FOR QUOTATION**  
**Supply & Delivery of Office Supplies & Ink Consumables**  
**Quotation No. NIAR9-CARPIC-122 (SVP)**

Company Name
Address
Date

PR No.: **2025-07-0220**  
PhilGEPS Ref. No.: **12250635**  
Purpose: **for the use of NIA R9 2nd Sem (CARP-IC Personnel)**  
Location: **Balintawak, Pagadian City**

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 **July 28, 2025 @ 9:00 AM.**

Failure to observe any of the herein Specifications and Terms & Conditions shall be ground for disqualifications of the bidders concerned.

(Sgd)  
**REY M. PINATACAN**  
BAC Chairperson

**Total Approved Budget for the Contract: Php 51,150.00**

NO.	QTY	UNIT	AGENCY'S SPECIFICATION	BIDDER'S SPECIFICATION	UNIT PRICE	TOTAL BID PRICE
			<b>LOT 1 - Office Supplies</b>			
1	8	piece	Correction Tape, 5mm x 10m			
2	60	ream	PAPER, MULTICOPY, A4, 500 sheets per ream, 80 gsm			
3	2	box	SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle tip			
4	3	box	SIGN PEN, BLACK, 0.3mm needle tip			
5	6	box	Sign Pen, Refill, black, 0.3 needle tip			
6	1	box	BALLPEN, BLACK, 0.5mm			
7	2	box	BALLPEN, GREEN, 0.5mm			
8	6	pads	Note Pad Stick on, 3" x 4" 100 sheets per pad			
9	6	pack	Battery, AA, Alkaline, 4pcs/pack			
10	4	box	Staple Wire, Standard, copper			
11	4	piece	Stapler, standard			
12	3	piece	Puncher, standard			
13	12	piece	Highlighter pen			
			<b>LOT 2 - Ink Consumables</b>			
14	24	bottle	INK CART, EPSON C13T00V100 (003), Black			
15	16	bottle	INK CART, EPSON C13T00V200 (003), Cyan			
16	16	bottle	INK CART, EPSON C13T00V300 (003), Magenta			
17	16	bottle	INK CART, EPSON C13T00V400 (003), Yellow			
			xxxxx nothing follows xxxxx			
<b>TOTAL AMOUNT:</b>						
<b>TOTAL BID PRICE IN WORDS:</b>						
<b>Note: Subject to 5% VAT &amp; 1% EWT/CWT deduction as per RA 9337</b>						

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

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Company Name

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Printed Name/Signature/Date Accomplished

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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 to disqualification.
- 2 The Total Approved Budget for the Contract (ABC) is **Php 51,150.00**. 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
  - ☒ Professional License / Curriculum Vitae (Consulting Services)
  - ☐ Printed Copy of PhilGEPS Registration Number
  - ☒ PCAB License (Infra)
  - ☐ Income / Business Tax Return (for ABCs above P500K)
  - ☐ Omnibus Sworn Statement (for ABCs above P50K)
- 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 12009 and its IRR.  
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.