



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11372626  
**Procuring Entity** NATIONAL IRRIGATION ADMINISTRATION - REGION IX  
**Title** Supply & Delivery of Office Supplies for the use of Regional Office Personnel (2nd Sem)  
**Area of Delivery** Zamboanga Del Sur

<b>Solicitation Number:</b>	NIAR9-COB-173 (SH)	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/ Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b>	PHP 764,215.60	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	18/10/2024
<b>Contact Person:</b>	Antonio B. Gujeling BAC Chairperson Lot 2, Block 15, Regional Center IX, Balintawak Pagadian City Zamboanga Del Sur Philippines 7017 63-62-9453512 63-62-9453512 niaregion9bac@gmail.com	<b>Last Updated / Time</b>	17/10/2024 09:07 AM
		<b>Closing Date / Time</b>	21/10/2024 09:00 AM

#### Description

REQUEST FOR QUOTATION  
Supply & Delivery of Office Supplies  
Quotation No. NIAR9-COB-173 (SH)

Company Name PR No.: 2024-10-0457  
PhilGEPS Ref. No.:  
Address Purpose: for the use of Regional Office Personnel (2nd 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 October 21, 2024 @ 9:00 AM.  
Failure to observe any of the herein Specifications and Terms & Conditions shall be ground for disqualifications of the bidders concerned.

ANTONIO B. GUJELING  
BAC Chairperson  
Acting Division Manager A, EOD  
Total Approved Budget for the Contract: Php 764,215.60  
LOT 1 670,119.78  
LOT 2 94,095.82

NO.	QTY	UNIT	AGENCY'S SPECIFICATION	BIDDER'S SPECIFICATION	UNIT PRICE	TOTAL BID PRICE
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LOT 1 - Office Supplies						
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1	20	can	Air Freshener, Aerosol type, 150g			
2	260	bottle	Alcohol, Ethyl, 500ml			
3	15	pack	Battery, dry cell, size AA, 2 pcs/blister pack			
4	15	pack	Battery, dry cell, size AAA, 2 pcs/blister pack			
5	17	pc	Bond paper, A3-S20			
6	3	bottle	Brother DCP-T710W, Refill, Black			
7	3	bottle	Brother DCP-T710W, Refill, Cyan			
8	3	bottle	Brother DCP-T710W, Refill, Magenta			
9	3	bottle	Brother DCP-T710W, Refill, Yellow			
10	1	unit	Calculator, Compact			
11	3	box	Clip, backfold, 19mm			
12	3	box	Clip, backfold, 25mm			
13	3	box	Clip, backfold, 32mm			
14	3	box	Clip, backfold, 50mm			
15	100	pc	Combo Strip Plastic 9/16" 14mm			
16	46	pc	Correction Tape			
17	15	p	Data File Box			
18	20	roll	Double Sided Tape			
19	1	box	Envelope, Documentary, A4, 500pcs/box			
20	1	box	Envelope, Documentary, Legal, 500pcs/box			
21	30	pc	Envelope, Expandable, long, with garter, color green			
22	20	pc	Envelope, Expandable, long, with garter, color red			
23	20	pc	Envelope, Expandable, long, with garter, color yellow			
24	20	pc	Envelope, Expandable, long, with garter, kraft			
25	1	pc	Envelope, Expanding, Kraft, 100pcs/box			
26	3	bottle	Epson L565 Ink refill, black			
27	3	bottle	Epson L565 Ink refill, cyan			
28	3	bottle	Epson L565 Ink refill, magenta			
29	3	bottle	Epson L565 Ink refill, yellow			
30	10	box	Fastener, plastic, 50 sets per box			
31	3	box	Fastener, metal, non sharp edges, 50sets/box			
32	2	pack	Folder w/ tab, A4, 100 pcs/box			
33	2	pack	Folder w/ tab, long, 100 pcs/box			
34	10	ream	Folder, long, 14 points, 100's			
35	2	jar	Glue, all purpose, 200 grams			
36	6	box	Index Tab, self adhesive, transparent, 5sets/box			
37	20	cart	INK CART, EPSON C13T00V100 (003), Black			
38	15	cart	INK CART, EPSON C13T00V200 (003), Cyan			
39	15	cart	INK CART, EPSON C13T00V300 (003), Magenta			
40	15	cart	INK CART, EPSON C13T00V400 (003), Yellow			
41	50	cart	INK CART, EPSON C13T03Y100 (001), Pigment Black			
42	40	cart	INK CART, EPSON C13T03Y200 (001), Cyan			
43	40	cart	INK CART, EPSON C13T03Y300 (001), Magenta			
44	40	cart	INK CART, EPSON C13T03Y400 (001), Yellow			
45	25	cart	INK, CANON CLI-36, Color			
46	25	cart	INK, CANON PGI-35, Black			
47	36	pc	Large data file box w/ cover, 30" x 40"			
48	3	set	Marker, flourescent, 3 colors/set			
49	5	pc	Marker, permanent, black			
50	5	pc	Marker, whiteboard, black			
51	25	pc	Note pad stick on			
52	10	pad	Note pad, stick on, 2"x3", 100 sheets/pad			
53	10	pad	Note pad, stick on, 3"x3", 100 sheets/pad			
54	10	pad	Note pad, stick on, 3"x4", 100 sheets/pad			
55	3	box	Paper clip, vinyl/plastic coated, 33mm			
56	3	box	Paper clip, vinyl/plastic coated, 50mm			
57	900	ream	PAPER, MULTICOPY, A4			
58	15	ream	Paper, Multicopy A4, 500sheets/ream			
59	30	ream	PAPER, MULTICOPY, LEGAL			
60	15	ream	Paper, Multicopy Legal, 500sheets/ream			
61	2	box	Pencil, lead/graphite, w/ eraser, 1doz/box			
62	35	ream	PVC Cover, A4 size, 200 microns, 210mmx297mm			
63	5	bundle	Ring binder, plastic, 32mm, 10pcs/bundle			
64	3	pair	Scissors, symmetrical			
65	1	pack	Scouring pad, 5pcs/pack			
66	5	box	SIGN PEN, BLACK, 0.3mm needle tip			
67	12	pc	Sign pen, black, liquid or gel			
68	12	pc	Sign pen, black, liquid or gel			
69	56	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
70	10	box	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip			
71	5	box	Sign pen, refill, black, 0.3			
72	20	box	Sign pen, refill, black, 0.5			
73	10	box	Sign pen, refill, black, 0.7			
74	5	box	Staple Wire, standard			
75	1	unit	Stapler, heavy duty			
76	2	pc	Stapler, standard type			
77	13	roll	Tape masking, 24mm			
78	5	roll	Tape masking, 48mm			
79	5	roll	Tape, packaging, 48mm			

80 80 roll Tape, transparent, 24mm  
 81 5 roll Tape, transparent, 24mm  
 82 5 roll Tape, transparent, 48mm  
 83 15 pack Tissue, Interfold paper towel, 15pulls/pack  
 84 140 pack TOILET TISSUE PAPER, 2 ply  
 85 20 pack Toilet tissue paper, 2 ply, 12 rolls/pack  
 86 30 pc Toner for photocopier, T-2802P  
 87 60 roll White paper, 36"x50yd, std., substance 80  
 LOT 2 - Janitorial Supplies  
 88 5 pc Brush for bowl  
 89 20 bottle Cleaner, Toilet Bowl and Urinal, 900ml-1000ml  
 90 20 can Cleanser, Sourcing Powder, 350g  
 91 20 pc Detergent Bar, 140g as packed  
 92 50 pouch Detergent Powder, all purpose, 1kg  
 93 20 can Disinfectant Spray, Aerosol type, 400g  
 94 30 ltr Fabric Softener  
 95 5 pc Glass Cleaner  
 96 10 bottle Hand Sanitizer  
 97 10 pc Hand soap liquid  
 98 28 pc Joy Fingertip  
 99 1 pc Laundry basket (big)  
 100 10 bottle Liquid hand soap, 500ml  
 101 60 gal Multi-cleaner  
 102 32 pc Pail  
 103 1 roll Pisi (yellow) 200meters  
 104 8 bundle Rags, all cotton, 1 kilo per bundle  
 105 50 roll Trashbag, large size  
 106 140 roll Trashbag, black, 37"x40", XL, 10pcs/pack  
 107 100 roll Trashbag, XXL  
 108 5 gal Bleach, plastic bottle  
 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 to disqualification.

2 The Total Approved Budget for the Contract (ABC) is Php 764,215.60. All bids in excess of the ABC shall be automatically rejected.

3 Delivery period is within 15 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 Procurement Section, Regional Center, Balintawak, Pagadian City, Zamboanga del Sur, or email at niaregion9bac@gmail.com.

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** Antonio B. Gujeling

**Date Created** 17/10/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.