



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10328180
Procuring Entity NATIONAL IRRIGATION ADMINISTRATION - ZAMBOANGA SIBUGAY
Title Supply & Delivery of Common Office Supplies, Consumables & Janitorial Supplies
Area of Delivery Zamboanga Sibugay

Solicitation Number:	NIAREG9-11162023-915	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	2
Category:	Office Supplies and Devices	Date Published	17/11/2023
Approved Budget for the Contract:	PHP 162,435.28	Last Updated / Time	17/11/2023 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	22/11/2023 09:00 AM
Client Agency:			
Contact Person:	MARIA GERTRUDES PAGUTE GANIA BAC Chairperson/Sr. Engineer A DA-RFOIX Research Division Compound, Sanito, Ipil Zamboanga Sibugay Philippines 7001 63-948-8713237 niazambosibugaysvisimo@yahoo.com		

Description

NO. QTY UNIT AGENCY'S SPECIFICATIONS

Supply & Delivery of Common Office Supplies, Consumables & Janitorials Supplies

- 1 55 pcs Sign Pen, Black 0.3mm needle tip, liquid or gel
- 2 60 pcs Sign Pen, Black 0.5mm needle tip, liquid or gel
- 3 55 pcs Sign Pen, Blue 0.3mm needle tip, liquid or gel
- 4 55 pcs Sign Pen, Blue 0.5mm needle tip, liquid or gel
- 5 24 roll Tape, Masking, 24mm
- 6 12 roll Tape, Masking, 48mm
- 7 24 roll Tape, Transparent, 24mm
- 8 12 roll Tape, Transparent, 48mm
- 9 10 pcs Ruler, Plastic
- 10 6 unit Calculator, Compact, 12 digits
- 11 9 set Marker, Flourescent, 3 colors per set
- 12 12 pcs Marker, Whiteboard, Black
- 13 12 pcs Marker, Whiteboard, Blue
- 14 24 box Paper Clip, Vinyl/plastic coated, 33mm
- 15 24 box Paper Clip, Vinyl/plastic coated, 50mm, jumbo
- 16 11 box Rubber Band, Big No.18
- 17 8 pcs Stapler # 35, Standard Type
- 18 273 reams Paper, Multi-copy, A4 size
- 19 24 pcs Data File Box with Close Ends
- 20 15 pcs Colored Pencil / Dermatograph Colored Pencil, Red
- 21 15 pcs Colored Pencil / Dermatograph Colored Pencil, Green
- 22 24 roll Double Sided Tissue Tape, 1 inch
- 23 24 roll Double Sided Foam Tape, 1 inch
- 24 50 pack Film Index (Sign Here)
- 25 30 box Paper Fastener (Plastic)
- 26 12 pcs Permanent Marker, Black, Bullet Type
- 27 12 pcs Permanent Marker, Black, Broad Type

33 4 pcs Plastic Tabbing
 34 140 pcs Engineer's Fieldbook
 35 2 pcs Ink, Stamp Pad, Purple
 36 15 cart Brother A3 Ink, Magenta
 37 24 bot Epson Ink 003, Black
 38 12 bot Epson Ink 003, Cyan
 39 12 bot Epson Ink 003, Magenta
 40 12 bot Epson Ink 003, Yellow
 41 12 bot Epson Ink 774, Black
 42 12 bot Toilet Bowl Cleaner, Liquid, 500ml
 43 5 pcs Broom, Soft (Walis Tamboo)
 44 24 pack Trash Bag, Black, Big
 45 12 pack Detergent Powder, 1kg
 46 18 bot Hand Liquid Soap, min. 250ml
 x-x-x-x(Nothing Follows)x-x-x-x

TERMS AND CONDITIONS

- 1 All entries must be printed or typed written.
- 2 The Total Approved Budget of the Contract (ABC) is Php 162,435.28. All bids in excess of the ABC shall be automatically rejected;
- 3 Delivery period is within (30) Thirty Calendar Days from receipt of Purchase Order.
- 4 Price validity shall be for a period of _____ calendar days.
- 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 Report of Inspection & Acceptance (RIA) by the authorized National Irrigation Administration's representative if applicable.
- 7 Bidders shall submit only one (1) Bid/Request for Quotation (RFQ) in two (2) copies together with the following licenses and legal documents also in two (2) copies placed in one (1) sealed envelope, namely:
 - a) Certified copy of PhilGEPS Registration Certificate;
 - b) Mayor's/Business Permit
 - c) Product Brochure/Specifications (if applicable)
- 8 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 in his delivery. Thereafter, if Awardee has not completed delivery within the extended delivery period, the 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 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 representatives in a clear legible manner.
- 3 Bidder shall submit one (1) quotation only. Alternate bids shall be rejected.

Created by MARIA GERTRUDES PAGUTE GANIA

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