



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10540460
Procuring Entity NATIONAL IRRIGATION ADMINISTRATION - ZAMBOANGA SIBUGAY
Title Supply & Delivery of Common Office Supplies, Consumables & Janitorial Supplies
Area of Delivery Zamboanga Sibugay

Solicitation Number:	NIAREG9-02072024-941	Status	Pending
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	0
Category:	Office Supplies and Devices	Date Published	08/02/2024
Approved Budget for the Contract:	PHP 221,706.36	Last Updated / Time	07/02/2024 17:26 PM
Delivery Period:	30 Day/s	Closing Date / Time	13/02/2024 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 & Janitorial Supplies
 1 350 reams Paper, Multi-Purpose (Copy) A4 size, 70 gsm
 2 50 reams Paper, Multi-Purpose (Copy) Long size, 70 gsm
 3 20 reams Paper, A3 size, 80gsm
 4 200 pcs Ball Point Pen (Black), 0.50mm needle tip
 5 55 pcs Sign Pen, Black 0.5mm needle tip, liquid or gel
 6 55 pcs Sign Pen, Black 0.3mm needle tip, liquid or gel
 7 55 pcs Sign Pen, Blue 0.3mm needle tip, liquid or gel
 8 24 roll Transparent Tape 48mm / 2 inch, color white
 9 20 roll Double Sided Tape (Tissue Type), 1 inch
 10 5 box Binder Clip, 51mm
 11 20 pack Photo Paper Sticker Pad 10 sheets per pack
 12 2 box Mailing Envelope, Long
 13 20 box Staple Wire, Standard #35
 14 10 unit Stapler # 35, Standard Type
 15 5 unit Puncher, 2 holes, heavy duty
 16 5 pcs Mouse, USB Type, (long wire for desktop)
 17 10 pcs Mouse Pad
 18 6 unit Flashdrive 3.0, 16GB Capacity
 19 8 pack Battery, dry cell, size AAA, Two (2) pieces per blister pack
 20 12 bot Genuine Epson Ink 664, Black
 21 12 bot Genuine Epson Ink 664, Cyan
 22 12 bot Genuine Epson Ink 664, Magenta
 23 6 bot Genuine Epson Ink 664, Yellow

24 12 bot Genuine Epson Ink 003, Black
25 12 bot Genuine Epson Ink 003, Cyan
26 12 bot Genuine Epson Ink 003, Magenta
27 12 bot Genuine Epson Ink 003, Yellow
28 18 cart Genuine Brother Ink LC3617, Black
29 18 cart Genuine Brother Ink LC3617, Cyan
30 18 cart Genuine Brother Ink LC3617, Yellow
31 18 cart Genuine Brother Ink LC3617, Magenta
32 15 bot Air Freshener, earosol, 280ml/150g min
33 6 bot Disinfectant Spray, earosol type, 400-550 grams
34 12 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
35 18 pack Detergent Powder, 1kg
36 3 pcs Mop Head, made of rayon
37 12 pack Trashbag, Black, (small size)
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 221,706.36. 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) 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 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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