



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10879758  
**Procuring Entity** NATIONAL IRRIGATION ADMINISTRATION - ZAMBOANGA SIBUGAY  
**Title** Supply & Delivery of Common Office Supplies & Equipment, Consumables & Janitorial Supplies  
**Area of Delivery** Zamboanga Sibugay

<b>Solicitation Number:</b>	NIAREG9-05212024-948	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	23/05/2024
<b>Approved Budget for the Contract:</b>	PHP 99,498.14	<b>Last Updated / Time</b>	22/05/2024 09:52 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	27/05/2024 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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 SPECIFICATION  
Supply & Delivery of Common Office Supplies & Equipment, Consumables & Janitorial Supplies  
1 5 box Pencil, lead/graphite, with eraser  
2 12 pcs Marker, Permanent, Fine, Black  
3 12 pcs Marker, Permanent, Broad, Black  
4 24 rolls Transparent Tape 24mm / 1 inch, color white  
5 12 rolls Masking Tape, 1inch  
6 12 rolls Double Sided Tape (Tissue Type), 1 inch  
7 5 pcs Ruler, Flexible, Plastic 12"  
8 10 pcs Cutter/Utility Knife, for general purpose  
9 75 pcs Ball Point Pen (Blue), 0.50mm needle tip  
10 24 pcs Sign Pen, Black 0.5mm needle tip, liquid or gel  
11 24 pcs Sign Pen, Blue 0.5mm needle tip, liquid or gel  
12 10 pcs Eraser, Rubber  
13 9 pcs Ring Binder, 1 inch, 1.2m long  
14 9 pcs Ring Binder, 2 inch, 1.2m long  
15 100 pcs Engineer's Fieldbook  
16 4 pcs Mouse, USB Type, (long wire for desktop)  
17 3 pcs Keyboard, USB Type  
18 15 cart Genuine Brother Ink LC3617, Black  
19 15 cart Genuine Brother Ink LC3617, Cyan  
20 15 cart Genuine Brother Ink LC3617, Yellow  
21 15 cart Genuine Brother Ink LC3617, Magenta  
22 24 bot Genuine Epson Ink 003, Black  
23 18 bot Genuine Epson Ink 003, Yellow



24 21 pack Trash Bag, Black, Small (High Quality Heavy Duty)  
 25 12 pcs Detergent Powder, 1kg per pack  
 26 10 bot Hand Liquid Soap, min. 250ml  
 27 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  
 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 99,498.14. 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** MARIA GERTRUDES PAGUTE GANIA

**Date Created** 22/05/2024

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