



Republika ng Pilipinas
National Irrigation Administration
 (Pambansang Pangasiwaan ng Patubig)
 MIMAROPA REGIONAL OFFICE

Office Address: Bayanan II, Calapan City
 Oriental Mindoro
 Telefax Nos.: (043) 288-7267
 Website: region4b.nia.gov.ph

Email Add: r4b@nia.gov.ph
 TIN 000-916-415-166

REQUEST FOR QUOTATION

Date: _____

PR No.: **2020 04-045**

Purpose: *For use in commonly used office*

supplies, IT supplies and Janitorial supplies

of this Office for the 2nd Quarter of 2020.

NAME OF COMPANY / FIRM / DEALER

ADDRESS

TIN NO. / VAT or NVAT

Please quote your lowest price, inclusive of VAT, on the job/item/s listed below, subject to the Specifications and Terms & Conditions stated herein, stating the shortest time of delivery. Quotation duly signed by you or your authorized representative shall be submitted not later than **MAY 21 2020** only until exactly 5:00 PM at the NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro.

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

(sgd) ENGR. LOWELL L. LOZANO
 BAC, Chairman

TOTAL APPROVED BUDGET FOR THE CONTRACT: LOT 2: Php 26,350.00

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	Compliance w/Specs.		UNIT PRICE	TOTAL BID PRICE
				YES	NO		
2		LOT	IT SUPPLIES				
	30	box	Ink Refill, EPSON (T6641), BLACK				
	10	box	COMPUTER INK,for EPSON, cyan				
	10	box	COMPUTER INK,for EPSON, magenta				
	10	box	COMPUTER INK,for EPSON, yellow				
	20	pc.	DVD Re-Writable,4x speed, with case				
	20	pc.	COMPACT DISK REWRITEABLE (CD-RW), HIGH SPEED, with case				
	20	pc.	COMPACT DISK RECORDABLE (CD-R)				
	5	pc.	Computer Mouse, USB connection type				
			nothing follows				

TOTAL BID PRICE IN WORDS:

Note: Subject to 5% VAT & 1% EWT / CWT deduction as per RA 9337

Delivery Period: _____



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TERMS AND CONDITIONS

1. All entries must be legibly written. Bidders shall provide correct and accurate information required in this form.
2. Bidders shall check (Yes/No) with regard to compliance with the specified articles and specifications.
3. Bidders shall also submit brochure showing specifications of the product being offered. (If applicable)
4. All bids exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
5. **Delivery period is within 30 calendar days from receipt of Purchase Order.**
6. Price validity shall be for a period of 60 calendar days from the date of submission. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.

7. 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.

8. Warranty shall be 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 NIA MIMAROPA Regional Office representative.
9. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
10. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or the highest rated offer (for consulting services) which complies with the minimum specifications and terms and conditions stated herein.
11. The NIA MIMAROPA Regional Office shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. Supplier shall be responsible for the source(s) of his/her product and shall make deliveries in accordance with schedule, quality and specifications of the award/purchase order and shall guarantee his/her deliveries to be free from defects. Failure of the supplier to comply with this provisions shall be ground for cancellation of the award or purchase order issued to the supplier.
13. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the undelivered item/s within the prescribed delivery period shall be imposed per day of delay. The NIA MIMAROPA Regional Office shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

TERMS OF PAYMENT:

The winning bidder / supplier shall be paid the contract amount in full within **30 calendar days** upon delivery and acceptance of the item/s by the NIA MIMAROPA Regional Office subject to deduction of applicable taxes.

NOTE:

1. Bid quotation may be submitted to the NIA MIMAROPA Regional Office, NIA Administrative Building, Second Floor, Bayanan II, Calapan City, Oriental Mindoro, Fax No. 043-288-7267 or by email at nia4b_mimaropa@yahoo.com

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s on the item/s at prices noted above.

Printed Name & Signature
of Dealer or Representative