



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

Office Address: Bayanan II, Calapan City, Oriental Mindoro  
Telefax No.: (043) 288-7267  
Website: [www.region4nra.gov.ph](http://www.region4nra.gov.ph)

Email: [mimarcopa@nra.gov.ph](mailto:mimarcopa@nra.gov.ph)  
TIN: 000-916-415-166

REQUEST FOR QUOTATION

Date: \_\_\_\_\_

NAME OF COMPANY / FIRM / DEALER

ADDRESS

TIN NO. / VAT or NVAT

PhilGEPS Registration Number *(required)*

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 July 20, 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.

A copy of the following are also required to be submitted along with your quotation and proposal:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)-required to be submitted prior to award

Closed quotations to be submitted at the address and contact number indicated below:

BAC Secretariat  
NIA MIMAROPA Regional Office  
Bayanan II, Calapan City, Or. Mindoro  
Tel.: No. (043) 288-7267

ENGR. LOWELL LOZANO  
BAC, Christiaan

TOTAL APPROVED BUDGET FOR THE CONTRACT: Lot1: ₱50,000.00

TOTAL APPROVED BUDGET FOR THE CONTRACT: Lot2: ₱30,000.00

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	Compliance w/Specs.		UNIT PRICE	TOTAL BID PRICE
				YES	NO		
1	250	pcs	PUBLICATION Printing of Annual Report CY 2019 Size: 8.27 x 11.69 inches - (A4 actual size) Stock: Cover - C2S 220 lbs with matte lamination and spot-UV front and back Inside - 100 lbs matte coated Color: Full colors all pages Process: Offset Printing Binding: Saddle Stitching Others: 36 pages including cover Other/s : CD file supplied Price includes delivery charge				
2	400	pcs	PUBLICATION Printing of Brochure - RA 8353 (Anti-Rape Law) Size: (H) 8.5 in. x (W) 13 in. Stock: Matte coated #100 lbs. Color: Full colors all pages Process: Offset Printing Fold: Three folds Finish: Two sides printing Others: Includes tax and delivery charge Other/s : CD file supplied ***nothing follows***				
TOTAL							

TOTAL BID PRICE IN WORDS:

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

Delivery Period: \_\_\_\_\_

## 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
2. Please make a certain to affix the signature of the owner, manager or any of its duly authorized representative in a clear legible manner.

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