



## REQUEST FOR QUOTATION

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

PR No.: 2024.04-055

**Purpose:** Procurement for the Supply  
and Delivery of Commonly-Used Office  
Supplies for 2nd Quarter CY 2024 in NIA  
MIMAROPA Regional Office, Bayanan II  
Calapan City, Or. Mindoro.

NAME OF COMPANY / FIRM / DEALER
ADDRESS
TIN NO. / VAT or NVAT
PhilGEPS Registration Number

Please quote your **best offer**, 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. Submit your quotation duly signed by you or your authorized representative not later than **APRIL 15, 2024** only until exactly **5:00PM** at the NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro.

A copy of your 2024 Business / Mayor's Permit and PhilGEPS Registration Number / Certificate are also required to be submitted along with your quotation /proposal.

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

  
**ENGR. LOWELL TINZANO**  
 BAC Chairperson

*Note: Please see the Terms and Conditions regarding proper accomplishment of this Form.*

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	BUDGET FOR THE CONTRACT	Compliance w/Specs.		UNIT PRICE	TOTAL BID PRICE
					YES	NO		
			<b>Procurement for the Supply and Delivery of Commonly-Used Office Supplies for NIA MIMAROPA Regional Office for the 2nd Quarter of CY 2024</b>					
1	7	unit	CALCULATOR, Compact, 12 digits <i>specs: Extra large display - Two way power, Profit Margin Calculation Tax Calculation, Heavy duty durable plastic keys</i>	<b>4,900.00</b>				
2	5	unit	CALCULATOR, SCIENTIFIC <i>specs: number digits 10+2, with Statistical data and calculation with basic, applied and advanced calculation functions Base- n calculation, SOLVE &amp; CALC function Vector and matrix calculations, with hard case</i>	<b>9,000.00</b>				
3	35	bottle	ALCOHOL, 70%, scented with moisturizer, 500ml	<b>5,040.00</b>				
4	70	pc	BALLPEN, color: black	<b>490.00</b>				
5	20	piece	ARCHFILE, Legal, color: black	<b>4,000.00</b>				
6	25	pack	BOARD PAPER, Legal, white, 10s/pack	<b>1,125.00</b>				
7	80	ream	PAPER, MULTICOPY, 80gsm, size: A4	<b>22,400.00</b>				

**Brgy. Bayanan II, Calapan City, Oriental Mindoro, Philippines**  
 Telefax No. : (043) 288 7267  
 Website: [www.region4b.nia.gov.ph](http://www.region4b.nia.gov.ph) • Facebook: [www.facebook.com/NIA.Region4B](http://www.facebook.com/NIA.Region4B)  
 TIN: 000-916-415-166







## TERMS AND CONDITIONS

1. All entries must be legibly written. Bidders shall provide correct and accurate information required in this form.
2. Bidders shall submit brochure showing specifications of the product being offered. (If applicable)
3. All bids exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
- 4. Delivery period is within 15 calendar days from receipt of approved Purchase Order.**
5. 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.
- 6. 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.
7. Bid not addressing or providing price on the required items shall be considered as Not Available or Out of Stock. However specifying a zero(0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity.
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.
14. The NIA MIMAROPA Regional Office as the Procuring Entity may use a non-discretionary and non-discriminatory measure based on a sheer luck or chance through "DRAW LOTS" to resolve the cases involving a tie among bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) for the procurement of goods and infrastructure projects, or the Highest Rated and Responsive Bidder (HRRB) for the procurement of consulting services.

### **TERMS OF PAYMENT:**

The winning bidder / supplier shall be paid thru cheque 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 [mimaropa@nia.gov.ph](mailto:mimaropa@nia.gov.ph) and [niamimaropa.bac@gmail.com](mailto:niamimaropa.bac@gmail.com).
2. If quotation will be submitted thru email, kindly compress the file thru .zip or .rar with encryption / password to maintain confidentiality. Kindly include your contact details at the body of the email so that the BAC Secretariat could verify the password upon opening of your submitted quotation. If there is no input password, your bid will not be considered.
3. 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.**

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**Printed Name & Signature  
of Dealer or Representative**

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**Contact / Telephone No.**

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**Email address/es**