



REQUEST FOR QUOTATION

Date: _____

PR No. 2024-07-123

Purpose: for use in the new office of
Administrative and Finance Division

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 SEPTEMBER 2, 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.

A notarized Omnibus Sworn Statement (GPPB-prescribed form) and copy of Income / Business Tax Return will also be required to be submitted prior to award.

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

ENGR. LOWELL L. LACZANO
BAC Chairperson

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

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	APPROVED BUDGET FOR THE CONTRACT (ABC)	Compliance w/ Specs.		UNIT PRICE	TOTAL BID PRICE
					YES	NO		
			Procurement for the Supply and Delivery of Various Office Equipment and Utility Supplies of Administrative and Finance Division					
			i. Utility supplies/devices					
2	2	set	Bed Cover - white or cream color for single bed; with 2 pillow cases with 1blanket material: cotton	5,000.00				
3	4	pcs	pillow - cotton color: white size:20x28 in	1,600.00				
4	2	pcs	carpets - green/orange/yellow color or in combination with light color design size: min - 133cm x 190 cm max - 140cm x 220cm	7,000.00				
5	6	pcs	door mat: green/tan/tangerine/ color at least 40x60cm	3,000.00				
6	6	pcs	kitchen mat: green/brown/tan/gray color Anti-slip; at least 40x120cm	1,800.00				
9	3	doz	dinner plates - porcelain; plain white color	4,500.00				
12	20	pcs	soup bowl - porcelain plain; white color at least 6 in diameter	2,000.00				
14	2	unit	Mobile kitchen serving trolley materials: metal/wood with wheels 2-3 layer	5,000.00				



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					YES	NO		
15	3	pcs	dish drain	1,350.00				
			white color; plastic					
16	9	pcs	wall clock: quartz; at least 12 inches diameter	7,200.00				
			light colored					
17	18	pcs	trash bins w/ lid press type	6,300.00				
			metal/plastic material					
			at least 15 Lit capacity					
			color: light colored					
18	3	set	pale & dipper	1,050.00				
			color: white/cream/light colored					
			size: at least 15" x 15"					
20	2	unit	electric coffee maker	3,000.00				
			stainless/silicon material					
			w/ keep warm feature					
			4-6 cups capacity					
			thermo glass carafe					
			600 - 680 W; auto-drip					
			ii. Appliances/Office Equipment					
21	2	unit	microwave oven 20L	10,000.00				
			digital; 700W power					
22	2	unit	oven toaster	2,000.00				
23	3	unit	3 units Refrigerator: at least 7 cu.ft; single door; inverter; manual defrost	37,500.00				
	1	unit	1 unit Refrigerator: at least 3.5 cu.ft; 2- door; with freezer compartment	10,000.00				
24	3	unit	water dispenser: hot and cold	15,000.00				
25	1	unit	shower w/ heater	12,000.00				
			***nothing follows**					
DELIVERY PERIOD: _____ calendar days								
TOTAL AMOUNT:				135,300.00				
TOTAL BID PRICE IN WORDS:								

TERMS AND CONDITIONS

1. All entries must be legibly written. Bidders shall provide correct and accurate information required in this form.
2. Bidders shall also submit brochure showing specifications of the product being offered. (If applicable)
3. Bidders shall submit BIR Certificate of Registration upon request of the Technical Working Group during bid evaluation.
4. All bids exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
5. . Delivery period is within 15 working days from receipt of Approved 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. 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.
9. 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.
10. **Bidders shall submit one (1) accomplished Bid/Request for Quotation (RFQ) together with the following documents placed in one (1) sealed envelope, namely:**
 - a.) Mayors Permit;
 - b.) Copy of PhilGEPS Registration Number / Certificate.
11. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 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 and 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.

Printed Name & Signature
of Dealer or Representative

Contact / Telephone No.

Email address/es