



REQUEST FOR QUOTATION

Date: _____

PR No.: 2025-01-021

Purpose: Procurement for the Supply
and Delivery of Commonly-Used Office
Supplies for NIA MIMAROPA Regional
Office the 1st Quarter CY2025

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 FEBRUARY 10, 2025 only until exactly 10:00 AM at the NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro.

A copy of your 2025 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 L. LOZANO
BAC Chairperson

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

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	BUDGET FOR THE CONTRACT (ABC)	Compliance w/Specs.		UNIT PRICE	TOTAL BID PRICE
					YES	NO		
			Procurement for the Supply and Delivery of Commonly-Used Office Supplies for NIA MIMAROPA Regional Office the 1st Quarter CY2025					
1	45	bottle	ALCOHOL, 70%, scented with moisturizer, 500ml	6,525.00				
2	20	pack	BOARD PAPER, size: Long, cream, at least 90gsm or 200gsm 10s/pack	900.00				
3	5	unit	CALCULATOR, SCIENTIFIC number digits 10+2, with Statistical data and calculation with basic, applied and advanced calculation functions Base- n calculation, SOLVE & CALC function, statistical functions Vector and matirx calculations, with hard case	8,000.00				
4	40	piece	CORRECTION TAPE, film base type	11,200.00				
5	15	piece	ERASER, Rubber, color: white	675.00				
6	5	pack	ENVELOPE, DOCUMENTARY, for legal size document, 100's	2,000.00				





2025-01-02

REQUEST FOR QUOTATION

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	BUDGET FOR THE CONTRACT (ABC)	Compliance w/Specs.		UNIT PRICE	TOTAL BID PRICE
					YES	NO		
7	15	box	FASTENER, plastic-coated	900.00				
8	60	piece	FOLDER, Clear top cover, back cover green morocco, legal	1,500.00				
9	8	pack	FOLDER, ORDINARY, color: WHITE, size: Legal, 100's	4,000.00				
10	8	set	MARKER,fluorescent, 3 assorted colors	1,200.00				
11	5	piece	PERMANENT MARKER, color: black, fine	400.00				
12	5	piece	PERMANENT MARKER, color: black, fine	400.00				
13	135	ream	PAPER, MULTICOPY, 80gsm, size: A4	37,800.00				
14	95	ream	PAPER, MULTICOPY, 80gsm, size: Legal	28,500.00				
15	25	ream	PAPER, MULTICOPY, 80gsm, size: A3	15,000.00				
16	9	box	PENCIL, lead, w/eraser, wood cased, hardness:HB	1,350.00				
17	50	piece	TAPE, color: TRANSPARENT, size: width: 24 mm (± 1mm)	1,000.00				
18	8	piece	TAPE, color: TRANSPARENT, size: width: 48 mm (± 1mm)	240.00				
19	50	pack	TOILET TISSUE PAPER 2-plys sheets,roll tissue, 12's per pack	14,000.00				
20	10	box	SIGN PEN, color: BLACK, gel ink, 0.5mm (12's)	3,000.00				
21	2	box	SIGN PEN, color: BLUE, gel ink, 0.5mm (12's)	600.00				
22	2	box	SIGN PEN, color: BLACK, fade-proof and water resistant pigment ink, at least 0.5mm	600.00				
23	3	box	SIGN PEN, color: BLACK, 1.0mm (12's)	2,880.00				
24	6	box	SIGN PEN, color: BLACK, Hi-Tecpoint RT retractable, 0.5mm (12's)	5,040.00				
25	18	box	STAPLE WIRE, for standard size, no. 35	1,080.00				
26	9	piece	WHITEBOARD MARKER, color: black	720.00				
27	9	piece	WHITEBOARD MARKER, color: blue	720.00				
28	2	piece	WHITEBOARD MARKER, color: red	160.00				
29	80	pack	STICKY FLAG / PAGE MARKER, 5-colored plastic	4,000.00				
30	4	pc	EPSON INK (T673), color: BLACK (Ink Code: T673120-AL)	2,000.00				
31	4	pc	EPSON INK (T673), color: CYAN (Ink Code: T673220-AL)	2,000.00				
32	4	pc	EPSON INK (T673), color: MAGENTA (Ink Code: T673320-AL)	2,000.00				
33	4	pc	EPSON INK (T673), color: YELLOW (Ink Code: T673420-AL)	2,000.00				
34	4	pc	EPSON INK (T673), color: LIGHT CYAN (Ink Code: T673520-AL)	2,000.00				
35	4	pc	EPSON INK (T673), color: LIGHT MAGENTA (Ink Code: T673620-AL)	2,000.00				
36	23	pc	EPSON INK (T6641), color: BLACK	9,200.00				





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 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.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