



REPUBLIC OF THE PHILIPPINES  
NATIONAL IRRIGATION ADMINISTRATION  
MIMAROPA REGIONAL OFFICE

## REQUEST FOR QUOTATION

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

PR No.: 2020-07-090

Purpose: \_\_\_\_\_

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 SEP 22 2020 only until exactly 12:00m 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.

**ENGR. LOWELL L. LOZANO**

BAC, Chairperson

TOTAL APPROVED BUDGET FOR THE CONTRACT: Lot1: Php 49,715.00  
TOTAL APPROVED BUDGET FOR THE CONTRACT: Lot2: Php 40,250.00  
TOTAL APPROVED BUDGET FOR THE CONTRACT: Lot3: Php 25,715.00

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	Compliance w/Specs.		UNIT PRICE	TOTAL BID PRICE
				YES	NO		
<b>1</b>		<b>LOT</b>	<b>COMMONLY USED OFFICE SUPPLIES</b>				
	20	pc	BALLPEN (BLACK), fine, 0.5mm				
	1	pc	CALCULATOR, compact, electronic, LCD, 12 digits				
			12 digits, two-way power source				
			<i>specifications/features: fx-991ES PLUS</i>				
	1	pc	CALCULATOR, compact, electronic, LCD, desktop				
			<i>specifications/features:</i>				
			<b>-EL-377WB 10 Digit Professional Handheld Calculator</b>				
	12	box	CLIP, BACKFOLD, all metal, clamping: 19mm				
	12	box	CLIP, BACKFOLD, all metal, clamping: 25mm				
	10	box	CLIP, BACKFOLD, all metal, clamping: 32mm				
	10	box	CLIP, BACKFOLD, all metal, clamping: 51mm				
	25	pc	CORRECTION TAPE, film base type				
	2	box	ENVELOPE, EXPANDING, KRAFTBOARD, legal size doc 100's				
	1	box	ENVELOPE, MAILING, white				
	5	pack	FOLDER, ORDINARY, WHITE, LEGAL SIZE, 100's				
	20	pc	FOLDER, SLIDING, LONG (clear front)				
	5	bottle	GLUE, WHITE, LIQUID, 240 GRAMS				
	10	box	INDEX TAB, self-adhesive, transparent, 5's per box				
			<b>TOTAL</b>				

TOTAL BID PRICE IN WORDS:

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

**Delivery Period:**

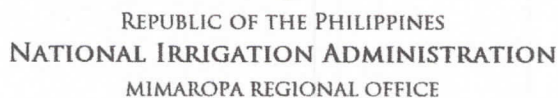
Brgy. Bayanan II, Calapan City, Oriental Mindoro, Philippines

Telefax No.: (043) 288 7267

Website: <http://region4.nia.gov.ph/> • Facebook: [www.facebook.com/nia4bmmaropa/](https://www.facebook.com/nia4bmmaropa/)

TIN: 000-916-415-166



**TOTAL BID PRICE IN WORDS:**

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

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

**Brgy. Bayanan II, Calapan City, Oriental Mindoro, Philippines**

Telefax No.: (043) 288 7267

Website: <http://region45.nia.gov.pr/> • Facebook: [www.facebook.com/nia45mimerope/](http://www.facebook.com/nia45mimerope/)

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 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 15 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. 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
10. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
11. 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.
12. 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.
13. 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.
14. 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. Sealed 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. Please make a certain to affix the signature of the owner, manager or any of its duly authorized representative in a clear legible manner.

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

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**Contact / Telephone No.**