



REQUEST FOR QUOTATION

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

PR No.: **2025-07-109**  
Purpose: for use in Training Center RIMs Quarter and  
office facilities

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 \_\_\_\_\_ only until exactly \_\_\_\_\_ 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	APPROVED BUDGET FOR THE CONTRACT (ABC)	Compliance w/ Specs.		UNIT PRICE	TOTAL BID PRICE
					YES	NO		
			<b>Procurement for the Supply and Delivery of 'Kitchen Equipment and Other Supplies and Materials</b>					
			<b>'Specifications:</b>					
1	4	doz	set of spoon & fork - stainless steel	6,400.00				
2	4	doz	cup & saucer - porcelain; plain white color	4,800.00				
3	4	doz	dinner plates - porcelain; plain white color	6,000.00				
4	4	pcs	Pitcher: glass; at least 1.5 Litter capacity	1,400.00				
5	4	doz	drinking glass - plain transparent glass	5,800.00				
6	30	pcs	soup bowl - porcelain plain; white color	3,000.00				
7	5	pcs	dish serving tray - wooden	1,900.00				
			caramel or lightwood color					
8	6	pcs	dish drain	3,300.00				
			white color; plastic					
9	6	pcs	dish cabinet/rack	27,000.00				
			white color; metal/aluminum combination with cover					
			size: at least 64L x 40w x 80h cm					
10	1	set	casserole, assorted sizes(at least 4pcs/set)stainless	4,500.00				
11	2	pcs	casserole, assorted size, ceramic	5,000.00				
12	1	set	frying pan,assorted sizes	4,500.00				
13	2	pcs	Chopping Board, 1 medium,1 big	1,200.00				
14	6	pcs	Serving Dish Plate	16,200.00				
15	1	set	Knife assorted (at least 3pcs/set)	750.00				
16	2	pcs	peeler,hd	800.00				
17	1	pc	Dish Rack, Big	2,500.00				
18	2	pc	kitchen scissor	800.00				
19	2	pcs	Jars glass with stand at least 5 lit	4,000.00				
20	12	pcs	placemats, light colors	1,800.00				
21	6	pcs	dish tray, plastic	7,200.00				
22	3	pcs	spatula	1,800.00				
23	1	pc	fruit tray	750.00				
24	1	set	soup bowl - porcelain plain; white color (at least 6 pcs/set)	1,500.00				
25	1	pc	whisk, stainless	150.00				
26	1	set	condiments container jar with lid, glass	800.00				
27	6	pcs	dipping sauce container, ramekin	600.00				
28	1	pc	can opener	380.00				
29	1	pc	strainer	300.00				
30	1	pc	grater	250.00				
31	2	pc	tongs	300.00				
32	1	pc	mortar & pestle, marble	500.00				
33	4	pcs	food warmer 12L, stainless with stand	4,000.00				
34	10	pcs	Pot for plants, plastic,light colors,big	15,000.00				
35	20	pcs	Pot for plants, plastic,light colors,small	16,000.00				
			***nothing follows**					





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 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.

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