



## REQUEST FOR QUOTATION

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

PR No.:

2022 '11-187

Purpose:

Consolidated commonly-used supplies  
of various Sections of Regional Office for the  
last quarter of 2022.

\_\_\_\_\_  
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 **December 27, 2022** only until exactly **5:00 PM** at the NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro.

**A copy of your 2022 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>SUPPLY OF COMMONLY-USED OFFICE SUPPLIES</b>								
1	240	ream	PAPER, Multi-Purpose Copy, A4, 80gsm	61,680.00				
2	245	ream	PAPER, Multi-Purpose Copy, Legal, 80gsm	71,050.00				
3	29	ream	PAPER, Multi-Purpose Copy, A3, 80gsm	14,500.00				
4	18	pc	RECORD BOOK, 300 pages	2,610.00				
5	21	pc	RECORD BOOK, 500 pages	3,297.00				
6	78	bottle	ALCOHOL, Isoprophyl, 500ml, 70%	8,970.00				
7	6	pc	BALLPEN, Retractable (RT), Fine, color Blue	420.00				
8	10	pc	BALLPOINT/ballpen, Ordinary, Black	45.40				
9	10	pc	BALLPOINT/ballpen, Ordinary, Blue	45.40				
10	10	pc	BALLPOINT/ballpen, Ordinary, Red	45.40				
11	48	box	CLIP, backfold, 19mm(3/4"), 12s/box	907.20				
12	48	box	CLIP, backfold, 25mm(1"), 12s/box	1,632.00				
13	45	box	CLIP, backfold, 32mm(1 1/4"), 12s/box	2,835.00				
14	43	box	CLIP, backfold, 50mm(2"), 12s/box	5,557.75				
15	10	pc	CLEAR BOOK, with 20 transparent pockets, for legal size	1,400.00				
16	75	pc	CORRECTION TAPE, film-based type	1,875.00				
17	2	pc	CUTTER Blade, for heavy duty cutter, big	54.00				
18	22	pc	FILE DATA BOX, color black, with closed ends, landscape	4,554.00				
19	8	pack	ENVELOP, DOCUMENTARY, legal size, brown	2,800.00				
20	20	pack	FILE TAB DIVIDER, bristol board, for long	780.00				
21	14	box	ENVELOP, Expanding, kraftboard, for legal size	21,280.00				
22	2	box	ENVELOPE, pay, kraft/brown	1,200.00				
23	13	pc	ERASER, rubber, white	325.00				
24	1	pc	ERASER, felt for whiteboard/blackboard	40.00				
25	61	box	INDEX TAB, self-adhesive, transparent, 5pcs per box	7,625.00				
26	21	box	PAPER FASTENER, plastic, 50 sets/box	1,050.00				



REPUBLIC OF THE PHILIPPINES  
**NATIONAL IRRIGATION ADMINISTRATION**  
 REGIONAL OFFICE IB-B (MIMAROPA)  
 BAYANAN II, CALAPAN CITY, ORIENTAL MINDORO

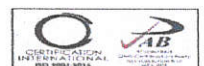
27	2	box	PAPER FASTENER, for paper, metal, 50 sets/box	94.00			
28	150	pc	FOLDER, clear front/top, sliding, Long, back cover green	3,625.50			
29	62	pc	FOLDER, clear front/top, sliding,A4, back cover green	1,240.00			
30	21	box	FOLDER, pressboard, plain, legal,100s/box(green)	54,600.00			
31	70	pc	FOLDER, morocco/fancy A4/Short size, green	1,577.10			
32	10	pc	FOLDER, morocco/fancy, legal size, green	140.00			
33	8	bottle	GLUE, all purpose, 200grams min.	952.00			
34	3	pack	LAMINATING FILM	1,799.49			
35	15	pc	MAGAZINE BOX, Legal size, made of chipboard, color black	1,930.50			
36	2	set	MARKER, flourescent, 3's per set	270.00			
37	10	pc	MARKER, permanent, fine, black	410.00			
38	6	pc	MARKER, permanent, fine, blue	246.00			
39	4	pc	MARKER, permanent, fine, red	164.00			
40	16	pc	MARKER, whiteboard, black	976.00			
41	8	pc	MARKER, whiteboard, blue	488.00			
42	8	pc	MARKER, whiteboard, red	488.00			
43	55	pad	NOTE PAD(2"x3"), stick on	1,815.00			
44	45	pad	NOTE PAD(3"x3"), stick on	1,788.75			
45	40	pad	NOTE PAD(3"x4"), stick on	2,640.00			
46	6	pc	FILE ORGANIZER, expanding, plastic, 12 pockets	1,986.00			
47	34	pc	PAPER CLIP, gem type,32mm	748.00			
48	28	pc	PAPER CLIP, gem type, jumbo, 48mm	910.00			
49	11	box	PENCIL, lead, w/eraser,HD, one(1) dozen per box	1,042.25			
50	2	pc	PHILIPPINE NATIONAL FLAG, 100% polyester, 4"x8"	569.68			
51	7	pack	PHOTO PAPER, A4 10 pcs/pack	420.00			
52	1	case	PUSH PIN, flat head type, assorted colors	22.83			
53	6	pc	RULER, size: 18" (450mm)	510.00			
54	18	pc	RING BINDER, 12mm, plastic, black	396.00			
55	20	pc	RING BINDER, 20mm, plastic, black	600.00			
56	15	pc	RING BINDER, 28mm, plastic, black	855.00			
57	13	pc	RING BINDER, 32mm, plastic, black	741.00			
58	8	pc	RING BINDER, 45mm, plastic, black	528.00			
59	4	box	RUBER BAND, 70mm min lay flat length (#18)	29.28			
60	10	pc	SIGN PEN, 0.5, black, retractable (RT)	750.00			
61	69	pc	SIGN PEN, 0.5, black, REFILLABLE	4,347.00			
62	72	pc	SIGN PEN, 0.5, blue, REFILLABLE	4,536.00			
63	10	pc	SIGN PEN, 0.5, red, REFILLABLE	580.00			
64	6	pc	SIGN PEN, 0.5, Black, water & fade proof, pigment ink	486.00			
65	6	pc	SIGN PEN, 0.4, blue, REFILLABLE, ultra fine	378.00			
66	11	pc	SIGN PEN, 0.3mm, black, needle tip	836.00			
67	17	pc	SIGN PEN, 0.3mm, blue, needle tip	1,292.00			
68	4	pack	STICKER PAPER, color white, A4,Glossy/Matt	280.00			
69	5	pack	SPECIALTY PAPER, A4, 10's per pack, 100-120 gsm (cream/white)	250.00			
70	33	box	STAPLE WIRE, standard,#35	2,178.00			
71	5	pc	STAPLER, standard type, with remover	2,385.00			
72	10	pc	TAPE, double- sided, 24mm	380.00			
73	3	pc	TAPE, duct	600.00			
74	5	pc	TAPE, masking, 24mm	273.00			
75	4	pc	TAPE, masking, 48mm	424.00			
76	23	pc	TAPE, packaging, 48mm, brown	1,150.00			





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77	62	pc	TAPE, transparent, 24mm	3,038.00			
78	1	pc	TAPE, transparent, 48mm	49.00			
79	2	pc	Desk Tray, 3 -level, metal	1,022.00			
80	20	pack	TOILET PAPER / toilet tissue, 2-ply sheets, 12's/pack	5,040.00			
81	20	pc	ARCH FILE, Legal, made of Chipboard, horizontal, Black	4,000.00			
82	10	ream/pack	FOLDER, ordinary, legal, 100's per ream/pack	5,000.00			
83	2	pack	PVC, ID Card Sheet	2,000.00			
84	68	pc	PAGE MARKER, Plastic, 5-colored	3,400.00			
85	5	pc	PUNCHER, heavy duty, with two-hole guide	1,168.50			
86	8	pc	SCISSOR, stainless steel / symmetrical	936.96			
87	2	bottle	INK STAMP PAD, purple or violet	119.50			
88	7	pc	TAPE DISPENSER, table top, for 24mm tape, Heavy Duty	875.00			
89	5	pad	PAPER, yellow pad	150.00			
90	60	pc	CD-R (Compact Disk Recordable), w/ case	900.00			
91	9	pc	CD-RW (Compact Disk Re-Writable), high speed, w/ case	378.00			
92	14	pc	Computer Ink, Ink Refill, EPSON (003), BLACK	5,390.00			
93	4	pc	Computer Ink, Ink Refill, EPSON (003), MAGENTA	1,540.00			
94	4	pc	Computer Ink, Ink Refill, EPSON (003), CYAN	1,540.00			
95	4	pc	Computer Ink, Ink Refill, EPSON (003), YELLOW	1,540.00			
96	79	pc	Computer Ink, Ink Refill, EPSON (6641), black	23,858.00			
97	15	pc	Computer Ink, Ink Refill, EPSON (6642), cyan	5,055.00			
98	15	pc	Computer Ink, Ink Refill, EPSON (6643), magenta	5,055.00			
99	15	pc	Computer Ink, Ink Refill, EPSON (6644), yellow	5,055.00			
100	4	pc	Computer Ink, Ink Refill, EPSON L14150 (001, Pigment Black)	1,348.00			
101	3	pc	Computer Ink, Ink Refill, EPSON L14150 (001, Yellow)	1,800.00			
102	3	pc	Computer Ink, Ink Refill, EPSON L14150 (001, Cyan)	1,050.00			
103	3	pc	Computer Ink, Ink Refill, EPSON L14150 (001, Magenta)	1,050.00			
104	6	pc	Ink Refill/Cartridge, EPSON T673, BLACK	2,100.00			
105	4	pc	Ink Refill/Cartridge, EPSON T673, CYAN	2,400.00			
106	4	pc	Ink Refill/Cartridge, EPSON T673, LIGHT CYAN	2,400.00			
107	4	pc	Ink Refill/Cartridge, EPSON T673, MAGENTA	2,400.00			
108	4	pc	Ink Refill/Cartridge, EPSON T673, LIGHT MAGENTA	2,400.00			
109	4	pc	Ink Refill/Cartridge, EPSON T673, YELLOW	2,400.00			
110	3	pc	Computer Ink, Ink Refill HP GT51/GT51 XL, BLACK	1,950.00			
111	3	pc	Computer Ink, Ink Refill HP GT52 MAGENTA	1,050.00			
112	3	pc	Computer Ink, Ink Refill HP GT5 CYAN	1,050.00			
113	3	pc	Computer Ink, Ink Refill HP GT5 YELLOW	339.00			
114	18	pack	Battery, AA, HD	2,034.00			
115	18	pack	Battery, AAA, HD	2,034.00			
116	1	pc	Pencil sharpener, heavy duty	202.80			
			***nothing follows***				
<b>DELIVERY PERIOD: _____ calendar days</b>							
				<b>TOTAL AMOUNT:</b>			
<b>TOTAL BID PRICE IN WORDS:</b>							



## 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 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. 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](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**