



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11854323
Procuring Entity NATIONAL IRRIGATION ADMINISTRATION - CENTRAL OFFICE
Title Supply and Delivery of Photocopier
Area of Delivery Metro Manila

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | SVP-037-2025 | Status | Pending |
| Trade Agreement: | Implementing Rules and Regulations | Associated Components | 1 |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: | Goods | Document Request List | 0 |
| Category: | Office Equipment | Date Published | 08/03/2025 |
| Approved Budget for the Contract: | PHP 70,000.00 | Last Updated / Time | 07/03/2025 08:45 AM |
| Delivery Period: | 10 Day/s | Closing Date / Time | 13/03/2025 14:00 PM |
| Client Agency: | | | |
| Contact Person: | Adrian Magcamit Aguilar Supervising Supply Officer EDSA, Diliman Quezon City Metro Manila Philippines 63-2-9213906 63-2-9213906 procurement.quotation@nia.gov.ph | | |

Description

1 lot Supply and Delivery of Photocopier
ITEM DESCRIPTION

1

unit Photocopier 4-in-1
- copy, scan, print
- monochrome (black and white) printer
-A4,Legal, A3
-WIFI, Ethernet or USB
-Automatic feeder
- Prints up to 20 ppm
TERMS AND CONDITIONS

1. All entries must legibly written, printed or type using the NIA Prescribed Request for Quotation (RFQ). Any modification in the terms of the RFQ shall constitute to disqualification.
 - a.) If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including the manifestation on the agreement with the Terms and Conditions below.
 - b.) In case a prospective supplier/service submits a filled-out RFQ with a supporting document (i.e., a price quotation in different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail
 - c.) Any interlineations, erasures, or overwriting shall be valid only if they are countersigned or initialed by you or any of your duly authorized representatives
2. The Total Approved Budget for the Contract (ABC) is 70,000.00. All bids in excess of the ABC shall be automatically rejected;
3. Delivery period is within 10 working days from receipt of Purchase Order (PO).
4. Price validity shall be for a period of 90 working days from the date of Bid Opening.

- a.) Mayor's Business Permit
- b.) Printed Copy of PhilGEPS Registration Number
- c.) Tax Clearance Certificate
- d.) Income/Business Tax Return (for ABC's above 500,000.00 only)
- e.) Omnibus Sworn Statement for ABC's above 50,000.00 only (shall be submitted by the lowest calculated responsive bidder prior to the processing of Payment)
- f.) Certificate of Registration (BIR Form 2303)
- g.) Product Brochure

***For Items A and B, a valid certificate of Platinum Membership may be submitted in lieu of the said documents.

7. If an Awardee has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the Awardee shall extend a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter, if Awardee has not completed delivery within the extended period, the subject Purchase Order shall be cancelled and the award for the undelivered balance withdrawn from that Awardee. The National Irrigation Administration (NIA) shall, then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against DEFAULTING AWARDEE. Refusal by the Defaulting Awardee to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A. Non submission of any of the documents above mentioned shall be a ground for outright rejection of the Bid/RFQ.

NOTE:

1. Bid Quotations may be submitted to the Procurement Section, Procurement & Property Division, ICC Bldg., EDSA, Dilliman, Quezon City, Fax No. 8921-3906 or by email at procurement.quotation@nia.gov.ph.
2. Please make certain to affix the signature of the owner, manager or any of its duly authorized representative in a clear legible manner.
3. Bidder shall submit one (1) quotation only. Alternate bids shall be rejected.

Line Items

| Item No. | Product/Service Name | Description | Quantity UOM | | Budget (PHP) |
|----------|------------------------------------|------------------------------------|--------------|-----|--------------|
| 1 | Supply and Delivery of Photocopier | Supply and Delivery of Photocopier | 1 | Lot | 70,000.00 |

Created by Adrian Magcamit Aguilar

Date Created 07/03/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



REQUEST FOR QUOTATION
Supply and Delivery of Photocopier
Quotation/Bid No. SVP-037-2025

PR No. 2025-02-0113

Purpose: For document/file reproduction
requirements of the Office of the Manager,
Engineering Department

Company Name

Address

Date

Please quote your lowest price on the job/items listed below, subject to the Specifications and Terms and Conditions stated herein stating the shortest time of delivery and submit your quotation duly signed by your representative to Procurement Section, Procurement & Property Division, ICC Bldg., EDSA, Diliman, Quezon City not later than the bid submission deadline on 2:00 PM.

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


ENGR. ROBERT C. SUGUITAN

BAC-B Chairperson

Total Approved Budget for the Contract: Php 70,000.00

*The Table below shall be accomplished comprehensively, DO NOT LEAVE ANYTHING BLANK

| NO. | QTY. | UNIT | AGENCY'S SPECIFICATION | BIDDER'S SPECIFICATION | UNIT PRICE | TOTAL BID PRICE |
|---|------|------|--|------------------------|------------|-----------------|
| | 1 | lot | Supply and Delivery of Photocopier | | | |
| | | | ITEM DESCRIPTION | | | |
| | 1 | unit | Photocopier 4-in-1 - copy, scan, print - monochrome (black and white) printer -A4, Legal, A3 -WIFI, Ethernet or USB -Automatic feeder - Prints up to 20 ppm | | | |
| TOTAL AMOUNT: | | | | | | |
| TOTAL BID PRICE IN WORDS: | | | | | | |
| Note: Subject to VAT and EWT/CWT deduction as per RA 9337 | | | | | | |

- After having carefully read and accepted the attached General Conditions, I/We quote you on the materials and equipment at prices noted above.
- I hereby certify to comply with all the guidelines, conditions, technical specification and Terms of reference stated and attached on & with this form.

Company Name

Signature over Printed name/
Date Accomplished

Contact/ Telephone Number



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 5. **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.
 6. Warranty shall be for the one (1) year for equipment and six (6) months for supplies and materials from date of approval of the Inspection & Acceptance Report (IAR) by the authorized National Irrigation Administration's representative if applicable. Bidders shall submit only two (2) copies of Bid/Request for Quotation (RFQ) together with the following licenses and legal documents also in two (2) copies placed in one (1) sealed envelope, namely:
 - a.) Mayor's Business Permit
 - b.) Printed Copy of PhilGEPS Registration Number
 - c.) Tax Clearance Certificate
 - d.) Income/Business Tax Return (for ABC's above 500,000.00 only)
 - e.) Omnibus Sworn Statement for ABC's above 50,000.00 only (shall be submitted by the lowest calculated responsive bidder prior to the processing of Payment)
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 - g.) Product Brochure*****For items A and B, a valid certificate of Platinum Membership may be submitted in lieu of the said documents.**
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