



Date: February 3, 2025

REQUEST FOR QUOTATION
Supply/Delivery of Office Supplies for NIA MASBATE Sub-Office
Quotation/Bid No. **COB-MAS-03-25**

The MANAGER
MCE SCHOOL AND OFFICE SUPPLIES & GENERAL MERCHANDISE
Masbate City

Sir/Madam;

Please quote your lowest price on a CHARGE BASIS for the job/items listed below the space provided and drop this duly accomplished FORM, SEALED and addressed to the BAC Chairperson at the bidding box located at NIA Sorsogon-Masbate IMO, Buhatan, Sorsogon City not later than **1:00 PM of February 14, 2025** with an ABC of **₱129,108.00** after which bids will be publicly opened using the RIRR of RA 9184 otherwise known as Government Procurement Act and the Philippine Bidding Documents (PBD). The articles/job shall be delivered within thirty (30) calendar days from receipt of Purchase Order/Notice of Award.

We presume your offer is NEW as specified below unless otherwise indicated. Price quotation must be firm and valid for at least thirty (30) days from the opening of bids. NIA reserves the right to reject any or all bids, to waive any minor defect/s or informalities herein and to make such award most advantageous to NIA.

Your submitted price quotation shall be accompanied with updated and duly signed PhilGEPS Registration Certificate, DTI/SEC (w/ Sec. Cert. for Corp), Income Tax Return, Mayor’s Permit and Omnibus Sworn Statement which will be submitted in one (1) copy.

Failure to observe any of the above requirements shall be at the risk of the bidder and subject for disqualification.

Very truly yours,

SGD.ENGR. SHERWIN ROIS R. NOPRE
BAC Chairperson

ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
A4 Bond Paper	Ream	50		
Paper Legal 80sgm	Ream	50		
A3 Bond Paper	ream	10		
Brown Envelope Legal	Pcs	100		
Brown Envelope A4	Pcs	100		
File Box 5	Pcs	20		
Elmer’s Glue	Pcs	12		
Paper Clip	Boxes	12		
Fastener	Boxes	20		
Binder Clip	Boxes	12		
Expanded Envelope	Pcs	100		
Folder Legal	Pcs	300		
Folder A4	Pcs	300		
Correction Tape	Pcs	50		
Permanent Marker	Boxes	5		
White Marker	Boxes	5		
Transparent Tape 2”	Pcs	12		
Expanded Folder (Green)	Pcs	100		
Staple Wire	Boxes	5		
HP Ink Black	Pcs	40		
HP Ink Yellow	Pcs	20		
HP Ink Cyan	Pcs	20		
HP Ink Magenta	Pcs	20		
Epson Ink Black	Pcs	10		
Epson Ink Magenta	Pcs	10		
Epson Ink Cyan	Pcs	10		





Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
SORSOGON-MASBATE IRRIGATION MANAGEMENT OFFICE



Epson Ink Yellow	Pcs	10		
Engineer’s Field Book	Pcs	40		
TOTAL AMOUNT (in figures)				
TOTAL AMOUNT (in words)				

After having carefully read and accepted the Request for Quotation including all supporting documents, we are submitting the above-mentioned price quotation.

NOTE: Subject to 5% VAT and 2% deduction per RA 9337 implemented on February, 2005

Name & Signature of Owner/Authorized Representative

Name/Position in print of Owner/Representative

Signature

Date

Tel. No./Cellphone No. _____
E-mail Address: _____





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Supply/Delivery of Office Supplies for NIA MASBATE Sub-Office
Quotation/Bid No. **COB-MAS-03-25**

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LOPEZ CENTRE OFFICE AND SCHOOL SUPPLIES
Masbate City

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BAC Chairperson

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Fastener	Boxes	20		
Binder Clip	Boxes	12		
Expanded Envelope	Pcs	100		
Folder Legal	Pcs	300		
Folder A4	Pcs	300		
Correction Tape	Pcs	50		
Permanent Marker	Boxes	5		
White Marker	Boxes	5		
Transparent Tape 2”	Pcs	12		
Expanded Folder (Green)	Pcs	100		
Staple Wire	Boxes	5		





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HP Ink Black	Pcs	40		
HP Ink Yellow	Pcs	20		
HP Ink Cyan	Pcs	20		
HP Ink Magenta	Pcs	20		
Epson Ink Black	Pcs	10		
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PAPER QUEEN SCHOOL SUPPLIES AND GENERAL MERCHANDIZE
Masbate City

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