



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
REGIONAL OFFICE NO. V (BICOL REGION)



February 18, 2025

REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Cleaning equipment and supplies at NIA Regional Office 5, Naga City
PR No.: 2025-02-0033
Quotation/Bid No. MOOE(24)-RO-009-25

The MANAGER
LUCKY EDUCATIONAL SUPPLY
Barlin St., Naga City

Sir/Madam;

Please quote your lowest price on a CHARGE BASIS for the job/items listed below the space provided and drop this FORM duly accomplished, SEALED and addressed to the BAC Chairperson at the bidding box located at NIA Regional Office 5 Conference Room, Panganiban Drive, Naga City not later than 9:00 AM of February 25, 2025 with an ABC of ₱ 55,025.00 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).

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.

TERMS and CONDITIONS:


1. All entries must be type written or legibly written.
2. Delivery period within 45 CD upon receipt of approved purchase order. Admin penalties pursuant to Sec. 69 of the RIRR of 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of 3 months for supplies, materials, one year for equipment from date of acceptance.
4. Documentary requirements shall be attached upon submission of quotation.
5. All items shall be procured as "one lot".
6. Liquidated Damages pursuant to Sec. 68 of the RIRR of RA 9184 shall be imposed for non-delivery without valid reason.
7. Performance bond: Yes ☐; No ☒
8. Incomplete Quotation shall be declared non-responsive.

Mode of Procurement: Small Value Procurement

Documentary Requirements:

1. PhilGEPS Registration Number or Certificate.
2. Updated Mayor's Permit
3. Notarized Omnibus Sworn Statement (Prescribed Form)
4. Income Business Tax Return (For ABCs 500,000.00 above).
5. Notarized Secretary's Certificate (for Corporation).

Very truly yours,


EDUARDO A. BALONDO
BAC Chairperson

ITEM & DESCRIPTION	BRAND/ MODEL	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1. Dishwashing Liquid, high quality		Bottle	8		
2. Bathroom Cleanser (powder)		Bottle	4		
3. SCOURING PAD, heavy duty		Pcs	6		
4. Bathroom Deodorizer (round)		Pcs	6		
5. MOP BUCKET, Tornado Spin set		Set	1		
6. Trash bin with cover		Pcs	9		
7. BROOM, soft, tambo		Pcs	1		
8. Stapler with Remover, #35		Unit	2		
9. CUTTER big, for general purpose		Pcs	2		
10. Scissor, big, all purpose, sharp		Pcs	2		
11. PUNCHER, paper, heavy duty		Unit	1		
12. PAPER, Multi-Purpose, A4, 20-s		Ream	20		
13. PAPER, Multi-Purpose, short, 20-s		Ream	10		

Panganiban Drive, Naga City, Camarines Sur, Philippines
Telephone No.: (054) 871-5611 • Telefax No.: (054) 871-5604
Email r5@nia.gov.ph • Website: www.region5.nia.gov.ph • TIN: 000916415116
NIA-RO V-AFD-ADM-INT-Form34 Rev06

Master Doc ID: _____





Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
REGIONAL OFFICE NO. V (BICOL REGION)



14. Ballpen, black		Pcs	12		
15. Ballpen, red		Pcs	12		
16. SIGN PEN, black 0.4		Pcs	24		
17. PENCIL, #2, lead, with eraser (12 pcs)		Box	2		
18. FOLDER, kraft, long		Ream	1		
19. Green Folder with Tab - long		Ream	1		
20. DATA FILE BOX		Pcs	30		
21. ENVELOPE, documentary, brown, short size		Box	1		
22. ENVELOPE, documentary, brown, long size		Box	1		
23. ENVELOPE, expanding, kraft, legal		Box	1		
24. Paper Fastener, vinyl/plastic coat		Box	4		
25. Correction Tape, 8m		Roll	8		
26. MARKER, permanent, black		Pcs	4		
27. MARKER, permanent, blue		Pcs	4		
28. Packing Tape		Roll	3		
29. TAPE, MASKING, 3"		Roll	3		
30. TAPE, MASKING, 2"		Roll	3		
31. TAPE, transparent, 2"		Roll	3		
32. TAPE, transparent, 3"		Roll	3		
33. NOTE PAD, stick on, 0.6" x 3"		Pad	3		
34. NOTE PAD, stick on, 3" x 3"		Pad	12		
35. RECORD BOOK, 500 PAGES, size: 8.5 x 11"		Book	6		
36. ALCOHOL, Ethyl, 68%-72%, 500 ml		Bottle	36		
37. HAND SOAP, Anti-Bacterial, Liquid		Bottle	8		
38. DISINFECTANT SPRAY, aerosol type		Can	12		
39. Multi-Insect Killer Spray, aerosol type		Can	2		
40. TOILET TISSUE PAPER (12 pcs/pack)		Pack	6		
41. Battery, dry cell, AA, 2 pc per blister pack		Pack	4		
42. Battery, dry cell, AAA, 2 pc per blister pack		Pack	8		
43. Trash Bag (M)		Pack	1		
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 1% deduction per RA 9337 Implemented on February, 2005

Name & Signature of Owner/Authorized Representative

Position in print of Owner/Representative

Cellphone No. and Email Address

Date

Panganiban Drive, Naga City, Camarines Sur, Philippines
Telephone No.: (054) 871-5611 • Telefax No.: (054) 871-5604
Email r5@nia.gov.ph • Website: www.region5.nia.gov.ph • TIN: 000916415116
NIA-RO V-AFD-ADM-INT-Form34 Rev08

Master Doc ID: _____



February 18, 2025

REQUEST FOR QUOTATION
 Supply and Delivery of Office Supplies, Cleaning equipment and supplies at NIA Regional Office 5, Naga City
 PR No.: 2025-02-0033
 Quotation/Bid No. **MOOE(24)-RO-009-25**

The MANAGER
EVANESS-NAGA
 Naga City

Sir/Madam;

Please quote your lowest price on a CHARGE BASIS for the job/items listed below the space provided and drop this FORM duly accomplished, SEALED and addressed to the BAC Chairperson at the bidding box located at NIA Regional Office 5 Conference Room, Panganiban Drive, Naga City not later than **9:00 AM of February 25, 2025** with an ABC of **P 55,025.00** 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).
 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.

- TERMS and CONDITIONS:**
- All entries must be type written or legibly written.
 - Delivery period within **45 CD** upon receipt of approved purchase order. Admin penalties pursuant to Sec. 69 of the RIRR of 9184 shall be imposed for non-delivery without valid reason.
 - Warranty shall be for a minimum of 3 months for supplies, materials, one year for equipment from date of acceptance.
 - Documentary requirements shall be attached upon submission of quotation.
 - All items shall be procured as "one lot".
 - Liquidated Damages pursuant to Sec. 68 of the RIRR of RA 9184 shall be imposed for non-delivery without valid reason.
 - Performance bond: Yes ☐; No ☒
 - Incomplete Quotation shall be declared non-responsive.

Mode of Procurement: Small Value Procurement

- Documentary Requirements:**
- PhilGEPS Registration Number or Certificate.
 - Updated Mayor's Permit
 - Notarized Omnibus Sworn Statement (Prescribed Form)
 - Income Business Tax Return (For ABCs 500,000.00 above).
 - Notarized Secretary's Certificate (for Corporation).

Very truly yours,


EDUARDO A. BALONDO
 BAC Chairperson

ITEM & DESCRIPTION	BRAND/ MODEL	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1. Dishwashing Liquid, high quality		Bottle	8		
2. Bathroom Cleanser (powder)		Bottle	4		
3. SCOURING PAD, heavy duty		Pcs	6		
4. Bathroom Deodorizer (round)		Pcs	6		
5. MOP BUCKET, Tornado Spin set		Set	1		
6. Trash bin with cover		Pcs	9		
7. BROOM, soft, tambo		Pcs	1		
8. Stapler with Remover, #35		Unit	2		
9. CUTTER big, for general purpose		Pcs	2		
10. Scissor, big, all purpose, sharp		Pcs	2		
11. PUNCHER, paper, heavy duty		Unit	1		
12. PAPER, Multi-Purpose, A4, 20-s		Ream	20		
13. PAPER, Multi-Purpose, short, 20-s		Ream	10		

Panganiban Drive, Naga City, Camarines Sur, Philippines
 Telephone No.: (054) 871-5611 • Telefax No.: (054) 871-5604
 Email r5@nia.gov.ph • Website: www.region5.nia.gov.ph • TIN: 000916415116
NIA-RO V-AFD-ADM-INT-Form34 Rev06

Master Doc ID: _____





14. Ballpen, black		Pcs	12		
15. Ballpen, red		Pcs	12		
16. SIGN PEN, black 0.4		Pcs	24		
17. PENCIL, #2, lead, with eraser (12 pcs)		Box	2		
18. FOLDER, kraft, long		Ream	1		
19. Green Folder with Tab - long		Ream	1		
20. DATA FILE BOX		Pcs	30		
21. ENVELOPE, documentary, brown, short size		Box	1		
22. ENVELOPE, documentary, brown, long size		Box	1		
23. ENVELOPE, expanding, kraft, legal		Box	1		
24. Paper Fastener, vinyl/plastic coat		Box	4		
25. Correction Tape, 8m		Roll	8		
26. MARKER, permanent, black		Pcs	4		
27. MARKER, permanent, blue		Pcs	4		
28. Packing Tape		Roll	3		
29. TAPE, MASKING, 3"		Roll	3		
30. TAPE, MASKING, 2"		Roll	3		
31. TAPE, transparent, 2"		Roll	3		
32. TAPE, transparent, 3"		Roll	3		
33. NOTE PAD, stick on, 0.6" x 3"		Pad	3		
34. NOTE PAD, stick on, 3" x 3"		Pad	12		
35. RECORD BOOK, 500 PAGES, size: 8.5 x 11"		Book	6		
36. ALCOHOL, Ethyl, 68%-72%, 500 ml		Bottle	36		
37. HAND SOAP, Anti-Bacterial, Liquid		Bottle	8		
38. DISINFECTANT SPRAY, aerosol type		Can	12		
39. Multi-Insect Killer Spray, aerosol type		Can	2		
40. TOILET TISSUE PAPER (12 pcs/pack)		Pack	6		
41. Battery, dry cell, AA, 2 pc per blister pack		Pack	4		
42. Battery, dry cell, AAA, 2 pc per blister pack		Pack	8		
43. Trash Bag (M)		Pack	1		
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 1% deduction per RA 9337 Implemented on February, 2005

Name & Signature of Owner/Authorized Representative

Position in print of Owner/Representative

Cellphone No. and Email Address

Date

February 18, 2025

REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Cleaning equipment and supplies at NIA Regional Office 5, Naga City

PR No.: 2025-02-0033

Quotation/Bid No. MOOE(24)-RO-009-25

The MANAGER
NEW MASTER SQUARE DEP'T. STORE
J. Hernandez St., Naga City

Sir/Madam;

Please quote your lowest price on a CHARGE BASIS for the job/items listed below the space provided and drop this FORM duly accomplished, SEALED and addressed to the BAC Chairperson at the bidding box located at NIA Regional Office 5 Conference Room, Panganiban Drive, Naga City not later than 9:00 AM of February 25, 2025 with an ABC of P 55,025.00 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).

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.

TERMS and CONDITIONS:

1. All entries must be type written or legibly written.
2. Delivery period within 45 CD upon receipt of approved purchase order. Admin penalties pursuant to Sec. 69 of the RIRR of 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of 3 months for supplies, materials, one year for equipment from date of acceptance.
4. Documentary requirements shall be attached upon submission of quotation.
5. All items shall be procured as "one lot".
6. Liquidated Damages pursuant to Sec. 68 of the RIRR of RA 9184 shall be imposed for non-delivery without valid reason.
7. Performance bond: Yes ☐; No ☒
8. Incomplete Quotation shall be declared non-responsive.

Mode of Procurement: Small Value Procurement

Documentary Requirements:

1. PhilGEPS Registration Number or Certificate.
2. Updated Mayor's Permit
3. Notarized Omnibus Sworn Statement (Prescribed Form)
4. Income Business Tax Return (For ABCs 500,000.00 above).
5. Notarized Secretary's Certificate (for Corporation).

Very truly yours,

EDUARDO A. BALONDO
BAC Chairperson

ITEM & DESCRIPTION	BRAND/ MODEL	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1. Dishwashing Liquid, high quality		Bottle	8		
2. Bathroom Cleanser (powder)		Bottle	4		
3. SCOURING PAD, heavy duty		Pcs	6		
4. Bathroom Deodorizer (round)		Pcs	6		
5. MOP BUCKET, Tornado Spin set		Set	1		
6. Trash bin with cover		Pcs	9		
7. BROOM, soft, tambo		Pcs	1		
8. Stapler with Remover, #35		Unit	2		
9. CUTTER big, for general purpose		Pcs	2		
10. Scissor, big, all purpose, sharp		Pcs	2		
11. PUNCHER, paper, heavy duty		Unit	1		
12. PAPER, Multi-Purpose, A4, 20-s		Ream	20		
13. PAPER, Multi-Purpose, short, 20-s		Ream	10		

Panganiban Drive, Naga City, Camarines Sur, Philippines
Telephone No.: (054) 871-5611 • Telex No.: (054) 871-5604
Email r5@nia.gov.ph • Website: www.region5.nia.gov.ph • TIN: 000916415116
NIA-RO V-AFD-ADM-INT-Form34 Rev06

Master Doc ID: _____





14. Ballpen, black		Pcs	12		
15. Ballpen, red		Pcs	12		
16. SIGN PEN, black 0.4		Pcs	24		
17. PENCIL, #2, lead, with eraser (12 pcs)		Box	2		
18. FOLDER, kraft, long		Ream	1		
19. Green Folder with Tab - long		Ream	1		
20. DATA FILE BOX		Pcs	30		
21. ENVELOPE, documentary, brown, short size		Box	1		
22. ENVELOPE, documentary, brown, long size		Box	1		
23. ENVELOPE, expanding, kraft, legal		Box	1		
24. Paper Fastener, vinyl/plastic coat		Box	4		
25. Correction Tape, 8m		Roll	8		
26. MARKER, permanent, black		Pcs	4		
27. MARKER, permanent, blue		Pcs	4		
28. Packing Tape		Roll	3		
29. TAPE, MASKING, 3"		Roll	3		
30. TAPE, MASKING, 2"		Roll	3		
31. TAPE, transparent, 2"		Roll	3		
32. TAPE, transparent, 3"		Roll	3		
33. NOTE PAD, stick on, 0.6" x 3"		Pad	3		
34. NOTE PAD, stick on, 3" x 3"		Pad	12		
35. RECORD BOOK, 500 PAGES, size: 8.5 x 11"		Book	6		
36. ALCOHOL, Ethyl, 68%-72%, 500 ml		Bottle	36		
37. HAND SOAP, Anti-Bacterial, Liquid		Bottle	8		
38. DISINFECTANT SPRAY, aerosol type		Can	12		
39. Multi-Insect Killer Spray, aerosol type		Can	2		
40. TOILET TISSUE PAPER (12 pcs/pack)		Pack	6		
41. Battery, dry cell, AA, 2 pc per blister pack		Pack	4		
42. Battery, dry cell, AAA, 2 pc per blister pack		Pack	8		
43. Trash Bag (M)		Pack	1		
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 1% deduction per RA 9337 implemented on February, 2005

Name & Signature of Owner/Authorized Representative

Position in print of Owner/Representative

Cellphone No. and Email Address

Date

