



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

June 25, 2024

REQUEST FOR QUOTATION

Supply/Delivery of Common Equipment for USE in BAC at NIA Regional Office V, Panganiban Drive, Naga City  
PR No.: AFD-24-06-102  
Quotation/Bid No. CO(23)-RO-035-24

The MANAGER  
COPYLANDIA OFFICE SYSTEMS CORP.  
G/F, Metrobank Building, Peñafrancia St,  
Naga City, Camarines Sur

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 1:50 PM of July 08, 2024 with an ABC of ₱ 85,000.00 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 forty-five (45) 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 PhilGEPS Registration Certificate, Mayor's Permit, and Omnibus Sworn Statement (GPPB-prescribed forms) 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,

DIOGEMMA C. RODRIGUEZ  
BAC Chairperson

ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
ACQUISITION OF FURNITURE & FIXTURES AND EQUIPMENT				
1. Digital Mono Copier Machine – Multi-Function Monochrome Printer Color Scanner, Copier & Built-in Bypass	unit	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 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 \_\_\_\_\_

Panganiban Drive, Naga City, Camarines Sur, Philippines  
Telephone Nos.: (054) 871-5611 • Telefax No.: (054) 871-5604  
Website: [www.region5.nia.gov.ph](http://www.region5.nia.gov.ph) • Facebook: [www.facebook.com/NIARegionV](https://www.facebook.com/NIARegionV)  
TIN: 000916415116  
NIA-RO V-AFD-ADM-INT-Form35Rev02  
Master Doc ID: \_\_\_\_\_







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The MANAGER  
**3GX COMPUTER & I.T. SOLUTIONS TECHNOSHOP**  
Elias Angeles St., Naga City, Camarines Sur

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The MANAGER  
**ISOURCE ASIA BUSINESS SOLUTIONS CORP.**  
Calbayog St., Highway Hills,  
Mandaluyong City

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