



December 2, 2024

REQUEST FOR QUOTATION
Supply and Delivery of Office Supplies for CARP Personnel at NIA RO 5, Naga City
PR No.: AFD-24-11-286
Quotation/Bid No. CARP-RO-090-24

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 9:20 AM of December 5, 2024 with an ABC of P 61,320.00 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/Number, 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 L. RODRIGUEZ
BAC Chairperson

| ITEM & DESCRIPTION | UNIT | QTY | UNIT PRICE | TOTAL PRICE |
|---|------|-----|------------|-------------|
| OFFICE, EQUIPMENT AND ACCESSORIES | | | | |
| 1. CLIP, backfold, 25mm | Box | 10 | | |
| 2. CLIP, backfold, 32mm | Box | 10 | | |
| 3. CLIP, backfold, 50mm | Box | 10 | | |
| 4. Marker, Highlighter, assorted color | Pc | 5 | | |
| 5. Stapler with Remover, #35 | Unit | 4 | | |
| 6. PUNCHER, 2 hole, heavy duty, big | Unit | 2 | | |
| 7. Packaging Tape 2" | Roll | 4 | | |
| 8. Basic CALCULATOR, Compact desk type (1 pink and 1 black color) | Unit | 2 | | |
| Office Supplies | | | | |
| 9. Folder, Blue, expandable, long | Ream | 1 | | |
| 10. Folder, Red, expandable, long | Ream | 1 | | |
| 11. Folder, Brown, expandable, long | Ream | 1 | | |
| 12. PAPER, Multi-Purpose, A4, 70 gsm | Ream | 40 | | |
| 13. PAPER, Multi-Purpose, A4, 80 gsm | Ream | 5 | | |
| 14. PAPER, multi-purpose, Long, 70gsm | Ream | 20 | | |
| 15. PAPER, Multi-Purpose, Short, 80 gsm | Ream | 3 | | |
| 16. Carbon Paper, blue | Ream | 1 | | |
| 17. Correction Tape, 5m | Roll | 15 | | |
| 18. DATA FILE BOX – Black | pc | 5 | | |
| 19. DATA FILE BOX – Red | Pc | 5 | | |
| 20. ENVELOPE, expanding, kraft, legal | Box | 1 | | |
| 21. Folder, Black, expandable, long | Ream | 1 | | |
| 22. Ringbinder, Plastic, 2", red | Pc | 20 | | |
| 23. Tape, transparent, 1" | Roll | 10 | | |
| 24. SIGN PEN, blue 0.5 | Pc | 24 | | |



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

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|--|--------|----|--|--|
| 25. SIGN PEN, black 0.5 | Pc | 48 | | |
| 26. NOTE PAD, stick on, 3" x 3", assorted colors | Pad | 10 | | |
| 27. Book Paper, yellow, A4 | Ream | 10 | | |
| 28. MARKER, permanent, black, bullet type | Pc | 12 | | |
| 29. MARKER, permanent, red, bullet type | Pc | 12 | | |
| 30. Ballpen, black, ordinary | Pc | 24 | | |
| 31. STAPLE WIRE, standard | Box | 10 | | |
| 32. FOLDER, Red, long | Ream | 1 | | |
| 33. Accordion Folder w/ tab or label, A4 | Pc | 5 | | |
| 34. Accordion Folder w/ tab or label, long | Pc | 5 | | |
| 35. ALCOHOL, Isopropyl, 68%- 72%, 500ml (-5ml) | Bottle | 10 | | |
| 36. Tissue (boxed) | pc | 20 | | |
| 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 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-RIM-INT-Form04 Rev07

Master Doc ID:





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December 2, 2024

REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for CARP Personnel at NIA RO 5, Naga City

PR No.: AFD-24-11-286

Quotation/Bid No. CARP-RO-090-24

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

Sir/Madam;

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DIOGENES C. RODRIGUEZ
BAC Chairperson

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LUCKY EDUCATIONAL SUPPLY
Barlin St., Naga City

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