



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

March 15, 2024

REQUEST FOR QUOTATION

Supply/Delivery of Office Supplies, Office Equipment and Cleaning Supplies at NIA RO 5, Naga City
PR No.: AFD-24-02-015

Quotation/Bid No. MOOE-RO-010-24

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 **9:10 AM of March 21, 2024** with an ABC of **P 306,600.00** 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
CLEANING SUPPLIES				
1. Fabric Conditioner, 1L	pc	30		
2. DETERGENT POWDER, all-purpose, 1kg	pack	50		
3. Bleaching Solution	gal	5		
4. Dishwashing Sponge, scrub sponge	pc	10		
5. BROOM, soft, tambo	pc	5		
6. BROOM, stick, ting-ting	pc	5		
7. TRASHBAG, medium, black	roll	10		
8. TRASHBAG, small, black	roll	20		
9. TRASHBAG, xxl, black	roll	30		
10. Dust Pan	pc	3		
11. DEODORANT CAKE, 100g	pc	30		
12. Dishwashing Liquid, 500ml	bot	50		
OFFICE SUPPLIES & EQUIPMENT				
13. Stapler with Remover, #35, heavy duty	pc	5		
14. PAPER CLIP, vinyl/plastic coated, jumbo	box	20		
15. PAPER, multi-Purpose, A4, 70gsm	ream	100		
16. PAPER, multi-purpose, legal, 70gsm	ream	80		
17. STAPLE WIRE, standard	box	50		
18. Epson SC-T3130 Ink - T40B1 Black	cart	2		
19. Epson SC-T3130 Ink - T40B2 Cyan	cart	2		
20. Epson SC-T3130 Ink - T40B3 Magenta	cart	2		
21. Epson SC-T3130 Ink - T40B4 Yellow	cart	2		
22. INK CART, EPSON 001, Black	bot	2		
23. INK CART, EPSON 001, Cyan	bot	2		
24. INK CART, EPSON 001, Magenta	bot	2		
25. INK CART, EPSON 001, Yellow	bot	2		





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DEPARTMENT OF AGRICULTURE
NATIONAL IRRIGATION ADMINISTRATION
REGIONAL OFFICE NO. V (BICOL REGION)

26. INK CART, EPSON 003, Black	bot	30		
27. INK CART, EPSON 003, Cyan	bot	20		
28. INK CART, EPSON 003, Magenta	bot	20		
29. INK CART, EPSON 003, Yellow	bot	20		
30. INK CART, EPSON 008, Black	bot	2		
31. INK CART, EPSON 008, Cyan	bot	1		
32. INK CART, EPSON 008, Magenta	bot	1		
33. INK CART, EPSON 008, Yellow	bot	1		
34. Ink, GI-71, Canon, cyan	bot	2		
35. Ink, GI-71, Canon, magenta	bot	2		
36. Ink, GI-71, Canon, pigment black	bot	3		
37. Ink, GI-71, Canon, yellow	bot	2		
38. Ink, GI-790, Canon, black	bot	3		
39. Ink, GI-790, Canon, cyan	bot	2		
40. Ink, GI-790, Canon, magenta	bot	2		
41. Ink, GI-790, Canon, yellow	bot	2		
42. SIGN PEN, black	pc	24		
43. TAPE, transparent, 1"	roll	10		
44. Correction Tape	roll	50		
45. Paper Fastener, plastic, long size	box	10		
46. FOLDER, kraft, long	ream	5		
47. Folder, green, expandable, long	ream	5		
48. TOILET TISSUE PAPER, 2-ply	pack	30		
49. MARKER, permanent, black, bullet type	pc	12		
50. MARKER, whiteboard, black/red/blue	pc	12		
51. ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bot	50		
52. TONER CARTRIDGE. Develop TN 116	pc	8		
53. Battery, dry cell, AA, 2 pc per blister pack	pack	14		
54. Battery, dry cell, AAA, 2 pc per blister pack	pack	14		
55. INK CART, EPSON C13T664100 (T6641), Black	bot	10		
56. Book Tabbing/Index, fluorescent	pad	20		
57. RECORD BOOK, 500 PAGES	book	20		
58. Toner, HP LaserJet 56a	unit	3		
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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PR No.: AFD-24-02-015
Quotation/Bid No. MOOE-RO-010-24

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

Sir/Madam;

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