



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

December 2, 2024

REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for Finance Section at NIA RO 5, Naga City
PR No.: AFD-24-11-281
Quotation/Bid No. MOOE-RO-091-24

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 9:30 AM of December 6, 2024 with an ABC of P 53,995.00 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 C. RODRIGUEZ
BAC Chairperson

ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
OFFICE, EQUIPMENT AND ACCESSORIES				
1. CLIP, backfold, 25mm	Box	5		
2. CLIP, backfold, 32mm	Box	5		
3. CLIP, backfold, 50mm	Box	5		
4. Cutter, for general purpose	Pc	5		
Office Supplies				
5. PAPER, Multi-Purpose, A4, 70 gsm	Ream	40		
6. PAPER, multi-purpose, legal, 70gsm	Ream	40		
7. Book Paper, yellow, s-24, A4 size	Ream	14		
8. Book Paper, Green, long size	Ream	3		
9. Correction Tape	roll	25		
10. DATA FILE BOX	Pc	10		
11. Brown ENVELOPE, Documentary, Short sized	Box	1		
12. Brown ENVELOPE, DOCUMENTARY, Legal size	box	1		
13. Thick FOLDER, Brown, long	Ream	1		
14. Thick FOLDER, White, long	Ream	1		
15. Expandable Folder, Green, long	Ream	1		
16. SIGN PEN black	Pc	70		
17. Ballpen, blue, ordinary	Pc	48		
18. PENCIL, #2, lead, with eraser	Box	3		
19. MARKER, whiteboard, black	Pc	12		
20. MARKER, whiteboard, blue	pc	12		
21. MARKER, permanent, black, bullet type	pc	24		
22. Tape, Masking, 1"	roll	10		
23. Double Sided Tape, 1-inch	Roll	10		
24. NOTE PAD, stick on, 3" x 3"	pad	10		
25. Carbon Paper, blue, long sized	Ream	5		





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REGIONAL OFFICE NO. V (BICOL REGION)

26. Push Pins	box	3		
27. Rubber Band	box	1		
28. Book Tabbing Sticker, "Sign Here"	pad	10		
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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EVANESS-NAGA
Naga City

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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



December 2, 2024

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Supply and Delivery of Office Supplies for Finance Section at NIA RO 5, Naga City

PR No.: AFD-24-11-281

Quotation/Bid No. MOOE-RO-091-24

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

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Master Doc ID: _____

