



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

December 9, 2024

REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and cleaning supplies for the use at NIA RO 5, Naga City

PR No.: AFD-24-11-289

Quotation/Bid No. MOOE-RO-095-24

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 9:50 AM of December 13, 2024 with an ABC of ₱ 174,000.00 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/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
Cleaning Equipment and Supplies				
1. TRASHBAG, xxl, black	roll	40		
2. AIR FRESHENER, aerosol type, 280ml	can	12		
3. Dishwashing Liquid, 500ml	Bottle	30		
4. Fabric Conditioner, 1L	Pc	24		
5. DETERGENT POWDER, all-purpose, 1kg	pack	20		
Office Supplies				
6. ENVELOPE, DOCUMENTARY, brown, for legal size document	Box	3		
7. NOTE PAD, stick on, 3" x 3"	Pad	20		
8. Folder, green, expandable, long	ream	3		
9. FOLDER, kraft, long	Ream	3		
10. Book Paper, Blue, s-24, A4	Ream	5		
11. Book Paper, long, green	Ream	3		
12. DATA FILE BOX Maroon	Pc	50		
13. DATA FILE BOX Blue	Pc	50		
14. ENVELOPE, expanding, kraft, legal	Box	1		
15. ENVELOPE, expanding, Blue, legal	Box	3		
16. Sticker Paper (100 sheets)	Ream	3		
17. Ballpen, black, ordinary	Pc	30		
18. PAPER, multi-Purpose, A4, 70 gsm	Ream	150		
19. PAPER, multi-purpose, legal, 70gsm	Ream	150		
20. PAPER, multi-Purpose, A3, 70 gsm	Ream	15		





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21. Tape, Masking, 1"	Roll	15		
22. Battery, dry cell, AAA, 2 pc per blister pack	Pack	10		
23. Battery, dry cell, AA, 2 pc per blister pack	Pack	10		
24. Book Tabbing/Index, "Sign Here"	pad	5		
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

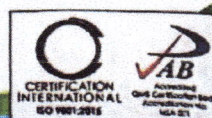
Signature

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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The MANAGER
EVANESS-NAGA
Naga City

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Date

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Panganiban Drive, Naga City, Camarines Sur, Philippines
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NEW MASTER SQUARE DEP'T. STORE
J. Hernandez St., Naga City

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