



December 11, 2024

REQUEST FOR QUOTATION

Supply and Delivery of Computer Software for use at NIA Regional Office V, Naga City  
PR No.: **AFD-24-11-292**  
Quotation/Bid No. **MOOE-RO-105-24**

The MANAGER  
**JURI ELECTRONIC GADGETS & ACCESSORIES TRADING**  
Sta. Cruz, Laguna

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 **9:00 AM of December 19, 2024** with an ABC of **P 60,000.00** 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
1. Office Productivity License (Professional) Specs: •Single User License •Lifetime/Perpetual •Offline Use •2021 Desktop Version of Applications of Word, Excel, PowerPoint, OneNote, Outlook plus Publisher and Access	unit	4		
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 1% 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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**LEDTRONIX ELECTRONIC PARTS AND EQUIPMENT TRADING**  
Acacia St., Liboton, Naga City

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**PCWORX**  
Elias Angeles, Naga, Camarines Sur

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