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REPUBLIC OF THE PHILIPPINES
NATIONAL IRRIGATION ADMINISTRATION
 REGION V

November 26, 2021

REQUEST FOR QUOTATION

Supply/Delivery of Common Office Supplies for use at COA- NIA RO V, Naga City
 PR No.: AFD-21-10-147
 Quotation/Bid No. **MOOE-RO-059-21**

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 **9:00 AM of December 1, 2021** with an ABC of **₱ 89,157.00** 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 thirty (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, DTI/SEC (w/ Sec. Cert. for Corp), Income Tax Return, Mayor's Permit and Omnibus Sworn Statement 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,

(sgd) **DIOGEMMA C. RODRIGUEZ**
 BAC Chairperson

ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1. Book paper, long, s-20	Ream	12		
2. Book paper, short, s-20	ream	12		
3. Book paper, A4, s-20	ream	24		
4. Sticker Paper, A4, matte (10pcs)	Pack	10		
5. Ballpen, red, ordinary	Piece	24		
6. Ballpen, black, ordinary	Piece	24		
7. Pencil #2	Box	2		
8. Sign pen, black, 0.40	Piece	24		
9. Sign pen, red, 0.40	Piece	24		
10. Folder, kraft, long	Piece	72		
11. Folder, kraft, A4	Piece	72		
12. Folder, kraft, short	Piece	72		
13. Folder, plastic, short	Piece	72		
14. Folder with tab, green, long	Piece	300		
15. Clear front file folder, green, long	Piece	24		
16. Clear front file folder, green, short	Piece	24		
17. Folder, Morocco, green, short	Piece	24		
18. Folder keeper	Piece	72		

BAC ROC / JICM / KAE / JRRF
 Panganiban Drive, Naga City, Camarines Sur, Philippines
 Telephone Nos.: (054) 871-5611 • Telefax No.: (054) 871-5604
 Website: www.region5.nia.gov.ph • Facebook: www.facebook.com/NIABicol
 TIN: 000916415116
 NIA-RO V-RIM-INT-Form04Rev01



19. Envelope, brown, short	Piece	36		
20. Envelope, brown, long	Piece	36		
21. Envelope, brown, expandable, long	Piece	150		
22. Paper clip, big	Box	4		
23. Paper clip, small	Box	4		
24. Paper fastener, plastic	Box	3		
25. Staple wire	Box	4		
26. Correction tape	Piece	6		
27. Permanent Marker, black	Piece	6		
28. Permanent, marker, blue	Piece	6		
29. Ink, Epson T6641, black	Bot	12		
30. Ink, Epson T6642, Cyan	Bot	6		
31. Ink, Epson, T6643, Magenta	Bot	6		
32. Ink, Epson, T6644, Yellow	Bot	6		
33. Ink, Epson 003, black	Bot	15		
34. Ink, Epson 003, Cyan	Bot	12		
35. Ink, Epson 003, Magenta	Bot	12		
36. Ink, Epson 003, Yellow	Bot	12		
37. Color Marker/highlighter, 3 color	Piece	6		
38. Alcohol, 500ml	Bot	12		
39. Dishwashing liquid, 250ml	Bot	12		
40. Bathroom cleaner, scouring powder	Bot	3		
41. Hand soap, liquid, antibacterial	Bot	2		
42. Air freshener	Can	6		
43. Disinfectant spray	Can	6		
44. Multi insect killer, water based, 500ml	Can	2		
45. Toilet tissue paper, 2-ply, 12's	Pack	3		
46. Battery, dry cell, AAA, 2 pcs per pack	Pack	5		
47. Battery, dry cell, AA, 2 pcs per pack	Pack	5		
48. Nylon rope #5, 2.5mm, 200m	Roll	1		
49. Rubber band, big	Box	2		
50. Ring binder ¾"	Piece	6		
51. Ring binder ½"	Piece	6		
52. Ring binder 1"	Piece	6		
53. Ring binder 1 ¼"	Piece	6		
54. Masking Tape 2"	Roll	3		
55. Scotch tape 2"	Roll	3		
56. Scotch tape 3"	Roll	3		
57. Scouring pad	Piece	3		
58. Toilet deodorizer	Piece	4		
59. Note pad, stick-on, 2" X 3"	Pad	12		
60. Stapler, heavy duty	Unit	1		

61. Puncher, heavy duty	Unit	1		
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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PR No.: AFD-21-10-147
Quotation/Bid No. **MOOE-RO-059-21**

The MANAGER
EVANESS-NAGA
Naga City

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(sgd) **DIOGEMMA C. RODRIGUEZ**
BAC Chairperson

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

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