



REPUBLIC OF THE PHILIPPINES

REGIONAL DEVELOPMENT COUNCIL  
DAVAO REGION

## REQUEST FOR QUOTATION

Date: February 19, 2024  
Bid No. RDC-2024-02-014

\_\_\_\_\_  
Name of Dealer/Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Telephone/ Fax/ Email

### Gentlemen/Mesdames:

Please quote your lowest prices on the items specified on page 2 of this Request. NEDA XI intends to apply the sum **Sixty Thousand Five Hundred Ninety Pesos & 00/100 only (PhP60,590.00)** being as Approved Budget for the Contract (ABC) to payment of **1<sup>st</sup> Quarter CY 2024 Replenishment of Common Office, Meeting and Janitorial Supplies.** Bids in excess of the ABC shall be automatically rejected.

Pursuant to Sections 106 and 108 of the Tax Code, NEDA XI shall deduct or withhold applicable taxes on account of each purchase of goods and/or service (i.e. 5% VAT and 2% Expanded Withholding Tax for services or 5% VAT and 1% Expanded Withholding Tax for goods).

Please accomplish your quotation and deliver to the address below on or before **12:00 noon of February 26, 2024.** You may enclose descriptive brochures, catalogues and/literature related to the specified items.

If you do not have the exact item/s as specified, feel free to offer its equivalent or possible substitute. In case of exclusive manufacturers/distributors in the locality, state so in your quotations.

NEDA reserves the right to accept or reject any quotation, to annul the bidding process, to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders and reserves the right to reject bids/quotation that did not meet the specifications and/or submitted beyond the deadline specified above.

Very truly yours,

  
**PRISCILLA R. SONIDO, CESO III**  
Regional Director and  
Head of Procuring Entity

*For further information, please refer to:*

**GILBERTO A. ALTURA**  
*BAC XI Chairperson and Assistant Regional Director  
National Economic and Development Authority XI  
NEDA-RDC XI Center, Km. 7, Bangkal, Davao City  
Fax: 296-0163/ Email: [nro11@neda.gov.ph](mailto:nro11@neda.gov.ph)*

NO.	QTY	UNIT	ARTICLE AND DESCRIPTION	UNIT PRICE Unit Cost(P)
1	100	pc	FOLDER, L-TYPE, PLASTIC, for A4 size documents	
2	15	pc	CORRECTION TAPE, film base type, UL 8m min	
3	20	ream	PAPER, MULTICOPY, 80gsm, size: 8.5 x 14in, Legal	
4	2	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100s/box	
5	10	box	STAPLE WIRE, STANDARD, 26/6 (No. 35)	
6	10	ream	PAPER, MULTICOPY, 80gsm, size 8.5 x 11in, Letter	
7	10	roll	TAPE, PACKAGING, width: 48mmX100M (±1mm)	
8	5	box	MAGAZINE FILE BOX, LARGE size, made of chipboard, blue/black color	
9	2	bot	GLUE, All-purpose glue, 130 grams	
10	5	pack	BATTERY, CR2032, 3V, Lithium (for pointer/clicker), 1pc/pack	
11	5	pc	Seat Cover, elastic, washable, for office chair	
12	2	pc	Doorknob, cylindrical, fits standard doors with backset of 60mm, good quality (durable)	
13	15	pc	Bulb, 2U, LED, Energy-Saving, Daylight, 7W	
14	5	pack	PAPER, BOARD, A4, 10s/pk	
15	44	pack	TRASHBAG, GPP, plastic, black, small, 10s/pack	
16	33	pack	TRASHBAG, GPP, plastic, black, XL, 10s/pack	
17	10	gal	Bleach, Gallon	
18	12	pc	Dishwashing Paste, 400 ml	
19	20	pc	ODOR ELIMINATOR/deodorizer	
20	4	box	FACIAL TISSUE, unscented, 3 ply	
21	3	pc	BROOM, soft (tambo), wooden handle, tiger grass length: 300mm	
22	4	bot	HAND SOAP, liquid handwash, 500 ml	
23	2	set	Bidet Spray, stainless, with 1.2M hose	
24	15	pack	PAPER CUPS, 8oz, 50/pk	
25	4	box	TEA, 25s/box, individually packed	
26	12	bundle	Paper Towel, interfolded. 175 pulls, 30pc/bundle	

Printed Name and Signature