



# IBAAN ELECTRIC CORPORATION

Metro-Rei Business Park, Palindan,  
Ibaan, Batangas  
Tel.no: (043) 311-2390  
Cel.no.: 0949-722-4771 / 0939-924-9478  
0920-893-0256

"Your Partner to a Brighter Tomorrow"

## REQUEST FOR QUOTATION

### *"PROCUREMENT OF OFFICE SUPPLIES"*

IBAAN ELECTRIC CORPORATION (IEC) through its Procurement Section under the Administrative Services Division, intends to procure the item/s indicated in the attached Quotation Form.

Reference No.:	<b>RFQ2025-11-001</b>
Procurement Project Title:	<b>Procurement of Office Supplies</b>
Approved Budget Cost (ABC):	<b>Php 107,721.00</b>

- IEC now invites interested suppliers to submit sealed price quotations for the above Procurement Project with the following specifications:
  - Please see attached Quotation form.
- Eligibility requirements for interested suppliers: (Certified True Copy of the Original)
  - Company Profile
  - Latest Business/Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located;
  - BIR Certificate of Registration
  - Updated DTI / SEC Registration Certificate
  - PhilGEPs Certificate of Membership (if applicable)
  - List of Products/items being offered including catalogues and brochures if any;
  - Accomplished Quotation form
- Interested suppliers may obtain the Request for Quotation Form from the Procurement Officer, **Ms. Leila Marie R. Sordilla** at mobile no. **09953473699** or email at [iec.purchasingdept@gmail.com](mailto:iec.purchasingdept@gmail.com).
- The deadline for submission of duly accomplished and sealed RFQ Form is on **November 14, 2025** at IEC Office, Metro-Rei Business Park, Brgy. Palindan, Ibaan, Batangas. The suppliers are not required to attend the Opening of Sealed Quotations.
- Kindly submit the eligibility requirements and quotations on a sealed envelope.

**MS. EDLEN T. PANDAY**

*Head, Administrative Services Division*

**IBAAN ELECTRIC CORPORATION**

Metro-Rei Business Park, Brgy. Palindan, Ibaan Batangas

RFQ No. RFQ2025-11-001

***Procurement of Office Supplies***

Submitted by:

Authorized Representative: \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address of Supplier: \_\_\_\_\_

- The Winning Supplier will be notified in writing thru email and is expected to submit the signed acknowledged copy upon receipt of Notice of Award and Notice to Proceed.
- Ibaan Electric Corporation reserves the right to accept or reject any price offer and to annul the procurement process and reject all offer at any time prior to the award of contract, without thereby incurring any liability to the affected supplier or suppliers.

  
**EDLEN T. PANDAY**

*Head, Administrative Services Division*