

REQUEST FOR QUOTATION

NAME OF SUPPLIER:

QUOTATION NO.:

2022-04-0116

OFFICE ADDRESS :

DATE PREPARED:

Please quote your lowest price on the item/s listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____

NOTE:

- All entries must be handwritten or typewritten
- Delivery period within 30 calendar days.
- Warranty shall be for a period of one (1) year from the date of acceptance of the delivered items.
The obligation for the warranty shall be covered by either retention money or special bank guarantee in an amount equivalent to 1% of the contract price. The said shall shall only be released after the lapse of the warranty period.
- Price validity shall be for a period of 30 calendar days
- Bidders shall submit original brochures showing certifications of the product being offered.
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- All prospective bidders shall submit Mayor's/Business permit, PhilGEPS registration number.
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RANDY B. VILLARTE

Supervising Supply Officer

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	ID CLIP, METAL (100PCS/PACK)	1	PK		
2	Ballpen, .5mm, BLACK	182	PC		
3	BATTERY, Alkaline, AA, 2 pieces per blister pack	10	PK		
4	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, AA, 2 pieces per blister pack	10	PK		
5	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, AAA, 2 pieces per blister pack	13	PK		
6	BATTERY, Rechargeable, AA, 4 pieces per blister pack	12	PK		
7	BATTERY, Rechargeable, AAA, 4 pieces per blister pack	2	PK		
8	Bond Paper, A3 size, 80gsm	5	RM		
9	CD Recordable, WITH CASING	12	PC		
10	CLIP, BACKFOLD, 50MM, 12 pieces per box	2	BOX		
11	Continuous Paper 3 ply, 11" X 9 1/2" BD 70GSM Carbonless	3	BOX		
12	Continuous Paper 3 ply, 5 1/2" X 9 1/2" plain with side perf, Carbonless	1	BOX		
13	Cork Board, medium size, 1 1/2FT X 3FT	1	PC		
14	CORRECTION TAPE, 1 piece in individual plastic	26	PC		
15	DATA FILE BOX, w/ closed ends & finfer ring, 127mm x 229mm x 400mm (5" x 9" x 15-3/4"), GREEN	5	PC		
16	DATA FILE BOX, w/ closed ends & finfer ring, 127mm x 229mm x 400mm (5" x 9" x 15-3/4"), RED	5	PC		
17	DATER, RUBBER, 4MM	6	PC		
18	DUCT TAPE, GRAY, WIDTH: 48mm	10	RL		
19	Epson 003 Black	15	BOT		
20	Epson 003 Cyan	5	BOT		
21	Epson 003 Magenta	5	BOT		
22	Epson 003 Yellow	5	BOT		
23	Folder, KRAFT, A4 SIZE, BROWN	200	PC		
24	Folder, white, legal size	1000	PC		
25	Guest Book	1	BOK		
26	INK CART, EPSON C13T664100 (T6641), Black	15	BOT		
27	INK CART, EPSON C13T664200 (T6642), Cyan	5	BOT		

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28	INK CART, EPSON C13T664300 (T6643), Magenta	5	BOT		
29	INK CART, EPSON C13T664400 (T6644), Yellow	5	BOT		
30	MARKER, WHITEBOARD, black	15	PC		
31	MOUSE PAD	7	PC		
32	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	5	PC		
33	NOTEPAD, STICK-ON, 2X2, 100 sheets per pad	30	PAD		
34	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	3	PAD		
35	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)	23	BOX		
36	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	13	BOX		
37	PAPER, multicopy, for laser/inkjet printers, high-speed copiers, 210mm x 297mm (A-4), 80 gsm	120	RM		
38	Photo Paper (A4 size, Glossy)	8	PK		
39	Photo Paper (Legal, Glossy)	5	PK		
40	Photo Paper (Legal, Glossy)	5	PK		
41	PHOTO STICKER, GLOSSY, A4	5	PK		
42	Plastic Twine, String Type, White, 6ply	3	RL		
43	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	5	PC		
44	Push Pin, assorted colors, 50pcs/pack	3	BOX		
45	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	3	BOK		
46	RIBBON REFILL for EPSON LX-310	20	RL		
47	Rubber Band, assorted color, plain, small NO. 18	2	BOX		
48	Rubber Band, plain, big NO. 16	2	BOX		
49	SHARPENER, DESK TYPE, MECHANICAL, MINIMUM 1 HOLE	2	UNT		
50	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	84	PC		
51	STAMP PAD INK, blue, 50ml (min.)	24	BOT		
52	STAPLE WIRE, STANDARD, NO.35, 5000 STAPLES PER BOX	64	BOX		
53	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box	11	PC		
54	Sticker Paper, GLOSSY, A4	11	PK		
55	Tape Dispenser for 1" tape	3	PC		
56	TAPE, MASKING, width: 24mm (±1mm)	11	RL		

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57	TAPE, MASKING, width: 48mm (Â±1mm)	5	RL		
58	TAPE, PACKING, width: 48mm (Â±1mm)	50	RL		
59	TAPE, TRANSPARENT, width: 24mm (Â±1mm)	31	RL		
60	TAPE, TRANSPARENT, width: 48mm (Â±1mm)	50	RL		
61	USB Flashdrive, 64GB	3	PC		
	XXXXXXXX NOTHING FOLLOWS XXXXXXXXX				
	APPROVED BUDGET FOR THE CONTRACT:				
	PHP 96,605.00				

Brand and Model :

Delivery Period:

Warranty :

Price Validity:

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

PRINTED NAME/SIGNATURE

TEL NO. / CELLPHONE NO.

DATE

Canvassed by: _____

Date canvassed : _____