

**REQUEST FOR QUOTATION**

**NAME OF SUPPLIER:**

OFFICE ADDRESS :

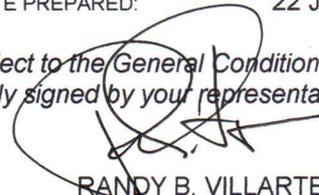
**QUOTATION NO.:**

157-2020

DATE PREPARED:

22 June, 2020

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 \_\_\_\_\_.



**RANDY B. VILLARTE**  
 Supervising Supply Officer

- NOTE:**
- All entries must be handwritten or typewritten
  - Delivery period within 30 calendar days.
  - Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment , from date of acceptance by the procuring entity.
  - Price validity shall be for a period of 30 calendar days
  - G-EPS registration certificate shall be attached upon submission of the quotation
  - Bidders shall submit original brochures showing certifications of the product being offered.
  - Sealed canvass/quotation shall be accepted
  - All prospective bidders shall submit Mayor's/Business permit and PhilGEPS registration number during the opening of sealed RFQ.
  - Only RFQ, if submitted personally, with the duly notarized Special Power of Attorney or Secretary's Certificate shall be accepted.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
	Adding Machine Tape 57mm	10	roll		
	Ballpen, black	190	piece		
	BATTERY, dry cell, AAA, 2 pieces per blister pack	32	pack		
	Bond Paper, A3 size, 80gsm	1	ream		
	Calculator, Big, Big Display, Heavy Duty	1	unit		
	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	1	unit		
	Computer Keyboard	2	piece		
	CONTINUOUS FORM, 2 PLY, 280MM X 378MM, 1,000 sets per box	8	box		
	Cork board, medium size	1	piece		
	CORRECTION TAPE, 1 piece in individual plastic	47	piece		
	Data file (black)	12	piece		
	Data File (red)	24	piece		
	ENVELOPE, MAILING, 500 pieces per box	2	box		
	Epson 003 Black	27	bottle		
	Epson 003 cyan	7	bottle		
	Epson 003 Magenta	7	bottle		
	Epson 003 Yellow	7	bottle		
	ERASER, FELT, FOR BLACKBOARD OR WHITEBOARD	1	piece		
	ERASER, PLASTIC OR RUBBER	8	piece		
	FASTENER, METAL, 70mm between prongs, 50 sets per box	29	box		
	Fastener, Vinyl coated	4	box		
	Folder File, Legal size, with metal tab, expandable Green	375	piece		
	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces per box	4	box		
	Folder, white, legal size	1000	piece		
	GLUE, all purpose, gross weight: 200 grams min	1	jars		
	INK CART, EPSON C13T664100 (T6641), Black	36	cart		
	INK CART, EPSON C13T664200 (T6642), Cyan	15	cart		
	INK CART, EPSON C13T664300 (T6643), Magenta	15	cart		
	INK CART, EPSON C13T664400 (T6644), Yellow	15	cart		
	Laminating Film, long	1	ream		
	MARKER, PERMANENT, bullet type, black	6	piece		
	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	3	unit		
	My gel (black) refill	30	dozen		
	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	118	ream		