

REQUEST FOR QUOTATION

NAME OF SUPPLIER:

QUOTATION NO.:

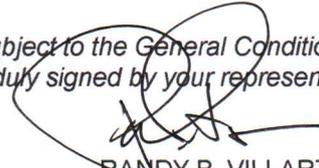
157-2020

OFFICE ADDRESS :

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
	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4)	41	ream		
	PAPER, MULTI-PURPOSE, 70 gsm., size: 216mm x 330mm (Legal)	30	ream		
	PENCIL, LEAD WITH ERASER, 12 dozens per box	4	box		
	Photo Paper (A4 size, Glossy)	13	pack		
	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	2	piece		
	Record book (200 leaves)	5	piece		
	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	2	book		
	RIBBON CART, EPSON C13S015632, Black, forLX-310	6	cart		
	Ribbon Cartridge for Epson LQ-2190 (C13S015086)	3	cart		
	Ribbon Refill for LQ-2190	18	roll		
	ribbon refill for lx-310	24	roll		
	Rubber Eraser (high quality)	6	piece		
	Sack	18	piece		
	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	89	piece		
	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	6	piece		
	Sign Pen, Extra Fine 0.7 black	10	piece		
	STAMP PAD, FELT, bed dimension: 60mm x 100mm	2	piece		
	STAPLE WIRE, STANDARD	16	box		
	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1	3	piece		
	Sticker Paper, A4	8	pack		
	TAPE, TRANSPARENT, width: 24mm (±1mm)	6	roll		
	USB flashdrive, 16gb	3	piece		
	USB flashdrive, 32gb	3	piece		
	USB Flashdrive, 64GB	2	unit		
	XXXXXXXXX NOTHING FOLLOWS XXXXXXXXX				
	APPROVED BUDGET FOR CONTRACT: PHP 167,000.00				

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

Canvassed by: _____

TEL NO. / CELLPHONE NO.

Date canvassed : _____

DATE