

REQUEST FOR QUOTATION

NAME OF SUPPLIER:

OFFICE ADDRESS :

QUOTATION NO.:

DATE PREPARED:

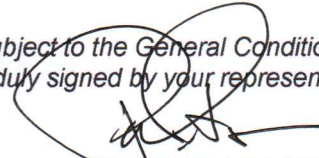
157-2020

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 _____.

NOTE:

1. All entries must be handwritten or typewritten
2. Delivery period within 30 calendar days.
3. 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.
4. Price validity shall be for a period of 30 calendar days
5. G-EPS registration certificate shall be attached upon submission of the quotation
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. Sealed canvass/quotation shall be accepted
8. All prospective bidders shall submit Mayor's/Business permit and PhilGEPS registration number during the opening of sealed RFQ.
9. Only RFQ, if submitted personally, with the duly notarized Special Power of Attorney or Secretary's Certificate shall be accepted.


RANDY B. VILLARTE
Supervising Supply Officer

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 :

Warranty :

Delivery Period:

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 : _____