

**REQUEST FOR QUOTATION**

**NAME OF SUPPLIER:** QUOTATION NO. 050-2017  
 OFFICE ADDRESS : DATE PREPARED: June 23, 2017

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:** LIBERTO L. DELA ROSA, JR.  
 Acting Supervising Supply Officer

- All entries must be typewritten
- Delivery period within \_\_\_\_\_ 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 \_\_\_\_\_ 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.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	BATTERY, size AA, alkaline, 2 pcs./packet	10			
2	BATTERY, size AAA, alkaline, 2 pcs./packet	13			
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box (long ) Carbonized	3			
4	COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	12			
5	DVD RECORDABLE, 16x speed, 4.7GB capacity	100			
6	CLIP, backfold, 25mm, 12s/box	12			
7	COLUMNAR NOTEBOOK, 4 cols, 50 gsm min.	12			
8	COLUMNAR NOTEBOOK, 18cols	12			
9	CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	24			
10	GLUE, all purpose, 300 grams min.	8			
11	LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	6			
12	marking pen, whiteboard, black	22			
13	MARKING PEN, whiteboard, blue	2			
14	MARKING PEN, whiteboard, red	2			
15	MARKER, permanent, black	2			
16	PAPER FASTENER, for paper, metal, 50 sets/box	15			
17	PENCIL, mechanical, for 0.5mm lead	6			
18	PUSH PIN, flat head type, assorted colors, 100s/case	10			
19	RULER, plastic, 450mm	6			
20	SIGN PEN, black	64			
21	SIGN PEN, blue	15			
22	STAPLE WIRE, standard, #35	5			
23	TAPE, transparent, 24mm, 50 meters	37			
24	TOILET TISSUE, 12 rolls/pack	7			
25	CUTTER, heavy duty	10			
26	SHARPENER, single cutterhead	3			
27	STAPLER, heavy duty, standard	1			
28	TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	2			
29	PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	1			
30	Ballpen, ordinary, black, good quality	51			
31	Sign pen refill, m 0.8, black (parker)	6			
32	Sign pen refill, m 0.8, blue (parker)	6			
33	Ring Binder Folder (long size), landscape, two rings w/ lock,	12			
34	Documents Tray, 3 levels, metal (black/gray)	6			
35	Folder, legal size, with metal tab, expandable, green	600			
36	Photo paper, printable, short size, 10pcs/pack	10			
37	Sticker paper, printable, long size, 10pcs/pack	22			
38	Tape, double sided, 1", good quality	6			
39	Printer Ribbon Refill (small size)	50			
40	Ink Refill, Epson L210 L220, L360, T6642, Cyan	6			
41	Ink Refill, Epson L210 L220, L360, T6643, Magenta	6			
42	Ink Refill, Epson L210 L220, L360, T6644, Yellow	6			
43	Ribbon Cartridge for Epson LQ 2190	8			
44	STAMP PAD INK, black, 50mL	2			
45	Flash Drive, USB, 32GB/16GB	10			
46	UPS, Good Quality	2			
47	External Hard Drive, 1 TB	1			
48	TONER CARTRIDGE, HP CE285AC, black, for HP Laserjet	2			
49	Wall Clock, big, analog, battery powered	1			
50	Sacks, large/big size	70			
51	Zipper Bags, Poly Cloth/Canvass, size: atleast 11"x6", durable, head	12			
52	BROOM, STICK (tingting)	2			
53	CLEANSER, powder, 350gms.	3			
54	TOILET BOWL & URINAL CLEANER, 900ml	3			
55	TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3	6			
				<b>ABC:Php 125,000.00</b>	
xxxx nothing follows xxxx					

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. \_\_\_\_\_

Canvassed by: \_\_\_\_\_  
 Date canvassed : \_\_\_\_\_

DATE \_\_\_\_\_