

REQUEST FOR QUOTATION

NAME OF SUPPLIER:

QUOTATION NO.:

407-2020

OFFICE ADDRESS :

DATE PREPARED:

08 December, 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 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 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.
- Sealed canvass/quotation shall be accepted.
- All prospective bidders shall submit Mayor's/Business permit, PhilGEPS registration number and Omnibus Sworn Statement 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
36	Folder, white, legal size	1600	piece		
37	Furniture polish, branded, aerosol type, 330ml	6	can		
38	Garbage bag (3 rolls in 1) Medium size	10	pack		
39	GLUE, all purpose, gross weight: 200 grams min	6	jars		
40	INDEX TAB, 5 sets per box	162	box		
41	INK CART, EPSON C13T664100 (T6641), Black	30	cart		
42	INK CART, EPSON C13T664200 (T6642), Cyan	10	cart		
43	INK CART, EPSON C13T664300 (T6643), Magenta	10	cart		
44	INK CART, EPSON C13T664400 (T6644), Yellow	10	cart		
46	Journal, 2 columns	10	piece		
47	Laminating Film, long	1	ream		
48	Ledger, with letter	10	piece		
49	MARKER, PERMANENT, bullet type, black	6	piece		
50	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	15	unit		
51	NOTEPAD, STICK-ON, 2X2, 100 sheets per pad	25	pad		
52	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	60	pad		
55	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	132	ream		
56	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	86	ream		
57	PENCIL, LEAD WITH ERASER, 12 pcs. per box	2	box		
58	Photo Paper (A4 size, Glossy)	10	pack		
59	Portable paper cutter	2	piece		
60	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	5	piece		
61	Record book (200 leaves)	22	piece		
62	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	3	book		
63	Ribbon Refill for LQ-2190	48	roll		
64	Ribbon refill for lx-310	48	roll		
65	Rubber Band, assorted color, plain, small	3	box		
66	Rubber Eraser (high quality)	5	piece		
67	Sack, Extra Large, more than 50kg capacity	48	piece		
68	Scissor, Heavy duty, big 8" minimum	3	piece		
69	Self-Inking Stamp, Adjustable, (Date and Paid in One)	4	piece		
70	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	62	piece		
71	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	6	piece		
72	Sign Pen, Extra Fine 0.7 black	6	piece		