

REQUEST FOR QUOTATION

NAME OF SUPPLIER:

QUOTATION NO.:

407-2020

OFFICE ADDRESS :

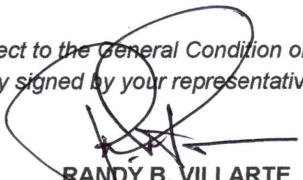
DATE PREPARED:

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 _____.

NOTE:

1. All entries must be handwritten or typewritten
2. **Delivery period within 30 calendar days.**
3. **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.**
4. Price validity shall be for a period of 30 calendar days
5. Bidders shall submit original brochures showing certifications of the product being offered.
6. Sealed canvass/quotation shall be accepted.
7. **All prospective bidders shall submit Mayor's/Business permit, PhilGEPS registration number and Omnibus Sworn Statement during the opening of sealed RFQ.**
8. 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 |
|----------|--|-----|-------|-------------|--------------|
| 74 | STAMP PAD, FELT, bed dimension: 60mm x 100mm | 5 | piece | | |
| 75 | STAPLE WIRE, STANDARD | 20 | box | | |
| 76 | STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box | 14 | piece | | |
| 77 | Sticker Paper, A4 | 16 | pack | | |
| 78 | TAPE, MASKING, width: 24mm (±1mm) | 2 | roll | | |
| 80 | TAPE, PACKING, width: 48mm (±1mm) | 135 | roll | | |
| 81 | TAPE, TRANSPARENT, width: 24mm (±1mm) | 45 | roll | | |
| 82 | TAPE, TRANSPARENT, width: 48mm (±1mm) | 145 | roll | | |
| 83 | Tissue Paper, minimum 2-ply, 12 rolls per pack | 3 | pack | | |
| 84 | Trimmer for side perf of Continuous Paper | 2 | piece | | |
| 85 | USB flashdrive, 16gb | 6 | piece | | |
| 86 | USB flashdrive, 32gb | 3 | piece | | |
| 87 | USB Flashdrive, 64GB | 10 | unit | | |
| 88 | Webcam | 6 | piece | | |
| | XXXX NOTHING FOLLOWS XXXX | | | | |
| | APPROVED BUDGET FOR THE CONTRACT: PHP 261,000.00 | | | | |

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

TEL NO. / CELLPHONE NO.

DATE

Canvassed by: _____

Date canvassed : _____