

## REQUEST FOR QUOTATION

NAME OF SUPPLIER:

OFFICE ADDRESS :

QUOTATION NO.:

407-2020

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:

- 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 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.

**RANDY B. VILLARTE**  
Supervising Supply Officer

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	2 in 1 self wash squeeze dry flat mop & bucket kit	2	set		
2	Adding Machine Tape 57mm	56	roll		
3	Air Freshener, branded, lemon scent, 320ml	10	can		
4	Ballpen, black	60	piece		
5	BATTERY CHARGER FOR AA battery, with 4 pcs. Battery	2	set		
6	BATTERY CHARGER FOR AAA battery, with 4 pcs. Battery	1	set		
7	BATTERY, Alkaline, AA, 2 pieces per blister pack	10	pack		
8	BATTERY, Alkaline, AAA, 2 pieces per blister pack	10	pack		
9	BATTERY, dry cell, AA, 2 pieces per blister pack	51	pack		
10	BATTERY, dry cell, AAA, 2 pieces per blister pack	35	pack		
11	Bond Paper, A3 size, 80gsm	11	ream		
12	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	5	unit		
13	CD-R, with casing	6	piece		
14	Columnar notebook, 8 columns	10	piece		
15	Computer Keyboard, USB type	6	piece		
18	Continuous Paper 3 ply, 5 1/2" X 9 1/2" plain with side perf, Carbonless	2	box		
19	cork board, medium size	1	piece		
20	CORRECTION TAPE, 1 piece in individual plastic	163	piece		
21	CUTTER KNIFE	2	piece		
22	data file (black)	46	piece		
23	Data File (blue)	120	piece		
24	Data File (green)	75	piece		
25	DUCT TAPE, WIDTH: 48mm	5	roll		
26	Epson 003 Black	25	bottle		
27	Epson 003 cyan	8	bottle		
28	Epson 003 Magenta	8	bottle		
29	Epson 003 Yellow	8	bottle		
30	ERASER, FELT, FOR BLACKBOARD OR WHITEBOARD	2	piece		
31	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	2	unit		
32	FASTENER, METAL, 70mm between prongs, 50 sets per box	45	box		
33	Fastener, Vinyl coated	40	box		
34	Folder File, Legal size, with metal tab, expandable Green	30	piece		
35	Folder, A4	600	piece		