

REQUEST FOR QUOTATION

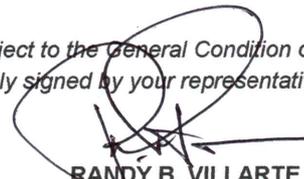
NAME OF SUPPLIER:

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:

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 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.

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.

Canvassed by: _____

Date canvassed : _____

 DATE