

REQUEST FOR QUOTATION

NAME OF SUPPLIER:

QUOTATION NO.:

2024-02-0090

OFFICE ADDRESS :

DATE PREPARED:

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 **February 19, 2024.**

NOTE:

1. All entries must be handwritten or typewritten
2. **Delivery period within 30 calendar days.**
3. **Warranty shall be for a period of Three (3) months 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.**
8. Only RFQ, if submitted personally, with the duly notarized Special Power of Attorney or Secretary's Certificate shall be accepted.

ROMMEL JASON C. ZALSOS

BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	Ballpen, 0.5mm, BLACK				
2	Ballpen, 0.5mm, BLUE				
3	BATTERY, Alkaline, AAA, 2 pieces per blister pack				
4	BATTERY, dry cell, 23A, INDIVIDUAL				
5	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, AAA, 2 pieces per blister pack				
6	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, C 2 pieces per blister pack				
7	CD-R, with casing				
8	CLIP, BACKFOLD, 19MM, 12 pieces per box				
9	CLIP, BACKFOLD, 32MM, 12 pieces per box				
10	Continuous Paper 2 ply, 11" X 9 1/2" BD 70GSM Carbonless				
11	Continuous Paper 3 ply, 11" X 9 1/2" BD 70GSM Carbonless				
12	CORRECTION TAPE, 1 piece in individual plastic				
13	CUTTER KNIFE, BIG SIZE				
14	DATA FILE BOX, w/ closed ends & finfer ring, 127mm x 229mm x 400mm (5" x 9" x 15-3/4"), GREEN				
15	DATER, RUBBER, 4MM				
16	DOCUMENT FRAME, A4 SIZE, WOOD, FOR CERTIFICATES				
17	DUCT TAPE, GRAY, WIDTH: 48mm				
18	ENVELOPE, EXPANDABLE, WITH STRING, LEGAL, KRAFT				
19	ENVELOPE, MAILING, 500 pieces per box				
20	Epson 003 Black				
21	Epson 003 Cyan				
22	Epson 003 Magenta				
23	Epson 003 Yellow				
24	ERASER, PLASTIC OR RUBBER				

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
25	FASTENER, METAL, 70mm between prongs, 50 sets per box				
26	FINGERTIP MOISTENER, MIN. 10G				
27	Folder File, Legal size, with metal tab, expandable Green				
28	Folder, Kraft, A4, brown				
29	Folder, Kraft, white, legal size				
30	GLUE STICK, 11MM X 227MM				
31	GLUE, MULTIPURPOSE, 130GM, BRANDED				
32	MARKER, FLUORESCENT, 3 colors per set				
33	MARKER, WHITEBOARD, black				
34	PAPER, MIMEOGRAPHING, LEGAL, 500 SHEETS PER REAM				
35	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)				
36	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)				
37	PAPER, MULTICOPY, A3 size, 80gsm				
38	PAPER, VELLUM, A4 SIZE, WHITE 200 GSM (10 SHEETS/PACK)				
39	Photo Paper (Legal, Glossy)				
40	PHOTO STICKER, GLOSSY, A4				
41	PHOTO STICKER, GLOSSY, legal				
42	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box				
43	Push Pin, assorted colors, 50pcs/pack				
44	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min				
45	RIBBON CART, EPSON C13S015632, Black, for LX-310				

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
46	RIBBON REFILL for EPSON LX-310				
47	RING BINDER, LEGAL, (LANDSCAPE) (PER ATTACHED PICTURE)				
48	Scissor, Heavy duty, big 8" minimum				
49	Self-Inking Stamp, Adjustable, (Date and Paid in One)				
50	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip				
51	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip				
52	Sign Pen, Extra Fine 0.7 black				
53	STAMP PAD INK, blue, 50ml (min.)				
54	STAMP PAD, FELT, bed dimension: 60mm x 100mm				
55	STAPLE WIRE, STANDARD, NO.35, 5000 STAPLES PER BOX				
56	STICKY NOTE, FILM INDEX, SEE THROUGH, WITH SIGN HERE, 5 COLORS				
57	Tape Dispenser for 1" tape				
58	TAPE, PACKING, width: 48mm (±1mm)				
59	TAPE, TRANSPARENT, width: 24mm (±1mm)				
60	USB flashdrive, 32gb				
61	USB flashdrive, 64gb				
	XXXXXXXX NOTHING FOLLOWS XXXXXXXX				
	APPROVED BUDGET FOR THE CONTRACT:				
	PHP 116,445.00				

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