

## Request for Quotation

Date : \_\_\_\_\_  
 Quotation No. \_\_\_\_\_

\_\_\_\_\_  
 Company Name  
 \_\_\_\_\_  
 Address

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 \_\_\_\_\_ in the return envelope attached herein.

**CECILIA L. OCHAVO-SAYCON**  
 Chief, Finance & Admin. Division  
 Procuring Officer

- NOTE:**
- 1 ALL ENTRIES MUST BE TYPEWRITTEN
  - 2 DELIVERY PERIOD WITHIN \_\_\_\_\_
  - 3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MOTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY TE PROCURING ENTITY
  - 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
  - 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACH UPON SUBMISSION OF THE QUOTATION
  - 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE
1	Air Freshener, jasmin, Sampaguita and Ocean fresh	32	
2	Air freshener in can	30	
3	Ballpen Faber castelle (black)	122	
4	Ballpen Faber castelle (red)	12	
5	Ballpen Faber Castelle (blue)	36	
6	Ballpen Pilot V7 Hi-Techpoint (blue)	60	
7	Baygon Spray	29	
8	Battery size AAA Energizer	10	
9	Battery size AA Energizer	25	
10	Battery Charger for size AA & AAA batteries, Energizer	10	
11	Bondpaper cactus short	35	
12	Bookpaper, 25 x 38, 80 gsm	6	
13	Brown envelope long	300	
14	Brown Envelope size A4	200	
15	Clear book long black	22	
16	Clipboard	20	
17	Clip bckfold 25mm 12 pcs/bx	8	
18	Clip backfold 50mm 12 pcs.bx	8	
19	Combo Ring 1"	10	
20	Combo Ring 1/2"	100	
21	Combo ring 1/4"	100	
22	Correction Tape	102	
23	Correction pen Dong A	36	
24	Cutter L-500 Japan	5	
25	Cutter L-500 blade	2	
26	Cutter NT 300	10	
27	Cutter for NT 300 cutter	10	
28	Cutterboard	2	
29	Dishwashing liquid	64	
30	Elmers glue 130grms	6	
31	Engineers fieldbook	30	
32	Envelope Expanded with string	50	
33	Eraser for ink (white & blue)	12	
34	Eraser for whiteboard and blackboards	2	
35	Fax Paper	15	
36	Folder plastic long	60	
37	Folder plastic short	60	
38	Handwash liquid	20	
39	highlighter marker	38	
40	Ink for stamp pad purple	5	
41	Index Card 5x8	3	
42	Laid board Vellum cream long	25	
43	Laid board short	24	
44	Liquid Sosa	12	
45	Lysol Disinfectant Spray	12	
46	Mechanical Pencil lead refill (staedtler)	20	
47	Muriatic acid 500ml	3	
48	Mylar film	1	
49	Overhead projector pen	5	
50	Paper clip small	5	
51	Pencil monggol #2	3	
52	Pencil sharpener	1	
53	Pentel pen pilot black	24	
54	post it note 3x3	24	
55	Post it note 3 x 4	6	
56	Photo paper	10	
57	Ruler steel 12"	1	

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ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE
58	Ruler 18" steel	1	
59	Rubber band big	10	
60	Stamp pad	5	
61	Stapler Max HD-50F	9	
62	Stapler HD	3	
63	Stapler remover	3	
64	Staple wire	39	
65	Sticker paper matte finished size A4	50	
66	Scotch tape 1 inch	13	
67	Sign pen mygel	48	
68	Sign pen G-tech C4 (black)	122	
69	Sign pen G-tech C4 blue	54	
70	Sign pen G-Tech c3 black	36	
71	Sign pen G-tech C3 blue	12	
72	Sign pen Pilot High-Tech v7 (blue)	48	
73	Sponge	5	
74	Tape Dispenser	1	
75	Toilet Bowl Cleaner	34	
76	Toilet Bowl Cleaner	34	
77	Whiteboard pen marker Pilot black	24	

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

\_\_\_\_\_  
 Printed Name / Signature

\_\_\_\_\_  
 Tel. No. / Cellphone No.  
 e-mail address

\_\_\_\_\_  
 Date