

Request for Quotation

Date : 7/15/2019
 Quotation No. 19-07-07

 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) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE 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	UNIT	QTY.	UNIT PRICE
1	Air freshener, My Shaldan (Apple & lemon)	can	36	_____
2	Air freshener, Glade Scented, Gel (Jasmin & wild lavender)	can	12	_____
3	Alcohol rubbing (Cleene)	bot	74	_____
4	Ballpen Flex Stick (black) .05	pc	72	_____
5	Battery size AAA (Energizer) - 4 pcs/pack	pck	12	_____
6	Battery size AA (energizer - 2 pcs/pck)	pck	25	_____
7	Baygon spray	can	6	_____
8	Bondpaper, Cactus, short	rm	10	_____
9	Bondpaper cactus size A4	rm	45	_____
10	Bondpaper Catus, long	rm	30	_____
11	Brown Envelope long	pc	200	_____
12	Brown envelope ahort	pc	100	_____
13	Clip backfold, 25mm, 12 pcs/box	bx	7	_____
14	Clip backfold 50mm, 12 pcs/box)	bx	7	_____
15	Colored Pencil, Staedtler	bx	4	_____
16	Correction tape	pc	60	_____
17	Cutter L-500 Japan	pc	5	_____
18	Data file green color	pc	12	_____
19	Dater	pc	3	_____
20	Dishwashing liquid	tube	20	_____
21	Elmers glue, 130grm	tube	10	_____
22	Engineers fieldbook	pc	24	_____
23	Feather duster	pc	4	_____
24	File Organizer	pc	8	_____
25	Folder pressedboard green	pc	300	_____
26	Folder, long (System) 100 pcs/pck)	pc	13	_____
27	Folder, size A4	pc	5	_____
28	Handwash liquid	pc	9	_____
29	Ink for stampad	bot	8	_____
30	Lysol Solbac disinfectant spray	can	6	_____
31	Masking tape 1"	rl	6	_____
32	Mechanical pencil	pc	6	_____
33	Paper fastener	bx	15	_____
34	Paper clip small	bx	20	_____
35	Paper clip bid	bx	20	_____
36	Pencil sharpener	bx	2	_____
37	Rags 1/kl/pck	kl	2	_____
3	Puncher	pc	4	_____
39	Rubber band big	bx	4	_____
40	Rubber band small	bx	2	_____
41	Stamp Pad	pc	2	_____
42	Stapler Max HD-50F	pc	6	_____
43	Scissor	pair	5	_____
44	Scotch tape 1"	rl	6	_____

45	Sign pen G-Tech C4 - .04 black	pc	36	_____
46	Sponge	pc	2	_____
47	Tape dispenser	pc	2	_____
48	Toilet bowl cleaner (Domex)	tube	16	_____
49	Voucher Cover	pc	50	_____
Approved Budget for the Contract (ABC) - - -Ph 75,000.00				

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.
 e-mail address

 Date

