

Request for Quotation

Date : 09/11/2020

Quotation No. 20-09-07

 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, FAD
 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, Glade (Scented Gel, Lemon)	pc	36	_____
2	Air freshener, Glade (Lemon scent)	can	20	_____
3	Air freshener, My Shaldan	can	51	_____
4	Alcohol Rubbing 70% Johnsons	botl	130	_____
5	Battery size AA Energizer (2 -pcs/pck)	pck	30	_____
6	Battery size AAA Energizer (4 -pcs/pck)	pck	12	_____
7	Ballpen, Faber castelle (72-black, 24-blue)	pc	96	_____
8	Ballpen, Flexstick (8-blck; 3-blue)	bx	11	_____
9	Bondpaper, long, Cactus, 70 gsm	rm	55	_____
10	Bondpaper, short, Cactus, 70 gsm	rm	60	_____
11	Bondpaper, size A4, Cactus, 70gsm	rm	15	_____
12	Bookpaper, size A3, Cactus 80 gsm	rm	5	_____
13	Baygon Spray insecticide	can	35	_____
14	Calculator, Casio 12 digit	pc	2	_____
15	Clip Backfold 1"	bx	29	_____
16	Clip Backfold 1-1/4	bx	17	_____
17	Clip Backfold 1-3/4	bx	17	_____
18	Clip Backfold 1-1/2"	bx	17	_____
19	Combo Ring 3/4	pc	11	_____
20	Combo Ring 1/2"	pc	6	_____
21	Combo Ring, 14mm -9/16"	pc	2	_____
22	Combo Ring 11mm -7/16"	pc	2	_____
23	Columnar Pad, 8 column	pc	6	_____
24	Correction Pen	pc	54	_____
25	Correction Tape	pc	60	_____
26	Cutter L-500	pc	2	_____
27	Cutter blade	tube	2	_____
28	Dater	pc	2	_____
29	Dishwashing liquid	botl	47	_____
30	Elmers glue	tube	3	_____
31	Folder Legal	pck	10	_____
32	Folder size A4	pck	10	_____
33	Folder, Plastic, long (25-blue; 25 red; 25 green; 25-yellow)	pc	100	_____
34	Folder, Plastic, short (25-blue; 25 red; 25 green; 25-yellow)	pc	100	_____
35	Garbage bag, medium (500 pcs/bx)	bx	1	_____
36	Garbage bag, Large (300 pcs/bx)	bx	1	_____

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