

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. Ochoavo-Saycon
CECILIA L. OCHOAVO-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
37	Garbage bag, XL (150 pcs/bx)	bx	1	_____
38	Handwashing Liquid, 500ml	bot	34	_____
39	In and Out Tray	pc	2	_____
40	Ink for stamp padLaid Paper	bot	2	_____
41	Laid board cream	pck	10	_____
42	Lysol spray 500 ml	can	34	_____
43	Mailing Envelope	bx	11	_____
44	Masking tape	roll	5	_____
45	Muriatic acid, 500 ml	bot	5	_____
46	Mylar film	roll	1	_____
47	Overhead Pen	bx	4	_____
48	Packing Tape	roll	10	_____
49	Paper clip, big	bx	15	_____
50	Paper clip, small	bx	10	_____
51	Paper fastener, plastic	bx	30	_____
52	Pencil, Monggol No. 2	bx	5	_____
53	Pencil Sharpener	pc	3	_____
54	Pentel Pen black Pilot	pc	20	_____
55	Post it Note 3x4	pad	32	_____
56	Photo Paper	bx	10	_____
57	Rags	kl	2	_____
58	Rubber band big	bx	8	_____
59	Ruler aluminum 1 foot	pc	6	_____
60	Scissor 6"	pc	9	_____
61	Scotch Tape 1"	roll	25	_____
62	Sign Pen Maica, blue	bx	4	_____
63	Sign Pen G-Tech .04 (4-black;2-blue)	bx	6	_____
64	Sign Pen My-Gel (8-black)	bx	8	_____
65	Sponge for dishwashing	pc	5	_____
66	Stick on Paper 3x3	pad	6	_____
67	Sticker paper, white	pck	10	_____
68	Stamping pad	pc	3	_____
69	Stapler HD-50F Max	pc	2	_____
70	Staple wire	bx	4	_____
71	Staple remover	pc	2	_____
72	Toilet bowl cleaner	tube	35	_____
73	Toilet Deodorant	pc	10	_____
74	Triangle 34x34	pc	2	_____
75	Triangle 30x60"	pc	2	_____
76	Wall clock	pc	5	_____
77	Whiteboard marker (black)	pc	5	_____
78	Xonrox 500 ml	bot	10	_____
Approved Budget for the Contract - (Php 175,000.00)				

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 _____