

Request for Quotation

Date : July 02, 2021
 Quotation No. 21-07-05

 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	UNIT	QTY.	UNIT PRICE
1	Alcohol , rubbing 70% alcohol , green cross	btl	100	_____
2	Battery size AAA (3 pcs/pck)	pck	15	_____
3	Battery size AA (2 pcs/pck)	pck	50	_____
4	Batery size AA rechargeable	pcs	50	_____
5	Battery, 9 volts	pc	9	_____
6	Bondpaper, size A4 sub 20 70 gsm	rm	100	_____
7	Bondpaper long sub 20 70gsm	rm	30	_____
8	Dishwashing liquid	botl	20	_____
9	Safeguard	pcs	20	_____
10	Handwashing liquid	botl	20	_____
11	Lysol spray	can	20	_____
12	Data File - blue	pc	30	_____
13	Cutter, NT-300	pc	20	_____
14	Cutter blade, small	tube	20	_____
15	Tissue Paper, 12 pcs/pck	pck	15	_____
16	Toilet Bowl Cleaner (Domex blue)	tube	20	_____
17	Xonrox, 1 liter	bot	20	_____
18	Sign Pen G-Tech -0.3 (3-black; 2-blue)	bxs	5	_____
19	Sign Pen Dong A- (2-black, 2-blue)	bxs	4	_____
20	Folder long (System) - 100 pc/bx	bxs	2	_____
21	Folder expanded long, 100 pc/bx	bxs	1	_____
22	Brown Envelope long	pcs	200	_____
23	Brown Envelope A4 size	pcs	100	_____
24	Ballpen Flexstick (3-black; 3-blue)	bxs	6	_____
25	Clip backfold, 25mm	bxs	20	_____
26	Scotch Tape	rll	20	_____
27	Packing tape	rll	20	_____
28	Masking tape 1"	rll	20	_____
29	Payroll	pad	5	_____
30	Mega Box 155 liter	pc	5	_____
31	Record Book 300 pg	bk	3	_____
32	Mailing envelope (500 pcs/bx)	bxs	2	_____
33	Elmers glue, 130 grm	tube	10	_____
34	Correction Tape	pc	20	_____
35	Pentel pen black (broad)	pc	2	_____
ABC -----Php 110,000.00				

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

