

Request for Quotation

Date : 10/14/2021

Quotation No. ,2021-10-12

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 LLOCHAVO-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-EPIS REGISTRATION CERTIFICATE SHALL BE ATTACHED 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 COST	TOTAL COST
1	Air freshener, Glade, 320 ml	can	64		
2	air freshener My Shaldan (Apple)	can	37		
3	Air freshener , Ambi pure	pck	40		
4	Alcohol rubbing (Cleene)	bot	204		
5	Alcohol, Ethyl	gal	5		
6	Ballpen Flex Stick blue 0.5 (12 pcs/bx)	bx	1		
7	Ballpen Panda black (12 pcs/bx)	bx	1		
8	Ballpen Pilot black (12 pcs/bx)	bx	1		
9	Ballpen Energel Pentel (1-bx-blk, 1-blue, 1-red)	bx	3		
10	Battery size AA A (Energizer) - 4 pcs/pck	pck	30		
11	Battery, Energizer AA - 2 pcs/pck	pck	84		
12	Baygon spray, 300 ml	can	34		
13	Bond paper Cactus size A3, 80 gsm	rm	1		
14	Bondpaper Cactus, short	rm	71		
15	Bondpaper, Cactus size A4	rm	110		
16	Bond paper Cactus , long	rm	115		
17	Broom soft	pc	7		
18	Brown envelope long (100 pcs/pck)	pck	4		
19	brown envelop, short (100 pcs/pck)	pck	2		
20	Brown Envelope size A4 (100 pcs/pck)	pck	2		
21	Calculator, scientific	pc	4		
22	Clip backfold 25mm 12pcs/bx	bx	32		
23	Clip Backfold 50mm 12 pcs/bx	bx	20		
24	Combo Ring 1"	pc	27		
25	Combo Ring 1/2"	pc	10		
26	Combo ring, 1/4"	pc	10		
27	Correction Tape	pc	84		
28	Cutter L-500 Japan	pc	4		
29	Cutter blade, L-500	tube	4		
30	Data File , (5 x 9 x 13-1/2")	pc	100		
31	Dater	pc	6		
32	Dishwashing liquid	bot	91		
33	Duct Tape 2"	roll	4		
34	Elmers glue, 130 grms	tube	22		
35	Envelope expanded with string	pc	100		
36	Envelope mailing	bx	8		
37	Feather Duster	pc	3		
38	Folder Clear long (blue) (See sample attached)	pc	24		
39	Folder Clear short - blue (See sample attached)	pc	24		
40	Folder pressedboard, long (100 pcs/bx)	bx	3		
41	Folder, plastic, long - red	pc	50		
42	Folder, clipboard long	pc	4		
43	folder, short (100 pcs/pck)	pck	1		
44	Folder, long System. Long (100 pcs/pck)	pck	6		
45	Folder, Expanded, Kraft, long	pck	100		
46	Folder, size A4 System (100/pck)	pck	10		
47	Lever Arch file folder with 2 rings, 3" thick (See sample)	pc	50		
48	Garbage bag - large 200 pcs/pck)	pck	3		
49	Garbage bag medium (200 pcs/pck)	pck	3		
50	Handwash Liquid, 500ml	bot	57		

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51	Handsoap (Safeguard)	pc	10		
52	High lighter marker (3 colors in a set)	set	9		
53	Ink for Stamp pad, purple	bot	20		
54	Ink for Staedtler pen (black)	tube	6		
55	In & out tray (metal)	pc	4		
56	Index card 5 x 8 - 500 pcs/pck	pck	1		
57	Laid Board Vellium board (cream) long (10pcs/pck)	pck	20		
58	Laid Paper short, light blue (20 pcs/pck)	pck	48		
59	Laid board , short , cream (10 pcs/pck)	pck	68		
60	Lysol disinfectant spray, 510 grm	can	59		
61	Masking Tape 1"	roll	26		
62	Mega Box, 120 liters	pc	1		
63	Mechanical Pencil,	pc	2		
64	Muriatic acid500 ml	bot	30		
65	Overhead Projector pen, (fine)	set	4		
66	Paper fastener, plastic	bx	15		
67	Packing Tape	roll	11		
68	Paper clip small	bx	20		
69	Paper clip big	bx	25		
70	Paste redstone	bot	4		
71	Pencil, Mongol #2 (12 pcs/bx)	bx	2		
72	Pencil Sharpener	pc	2		
73	Pentel pen, black Pilot - fine	pc	12		
74	Plastic Cover - thickness -, 12 g.x 50	roll	1		
75	Pledge spray	can	4		
76	Post it Note 3x4	pad	86		
77	Post ot nopte 3 x 3	pad	110		
78	Push Pins	bx	4		
79	Puncher	pc	3		
80	Rags, 1 kl/pck	kl	3		
81	Record Book 200 lvs	pc	6		
82	Record Book, 300 lvs	pc	14		
83	Record Book, 100 lvs	pc	2		
84	Rubber band small	bx	2		
85	Rubber band big	pck	2		
86	Rice Cooker, 6 cups capacity	pc	2		
87	Ruler steel 12" aluminum	pc	8		
88	Stamp Pad (5x3)	pc	8		
89	Stapler Max HD-50F	pc	13		
90	Staple Wire # 35	bx	20		
91	Scissor, medium size	pc	22		
92	Sticker PaperA4 (10 pcs./pck)	pck	24		
93	scotch tape, 1 inch	roll	45		
94	scotch tape, 2 inches	roll	12		
95	Sign pen my gel black	bx	2		
96	Sign Pen Mygel blue	bx	4		
97	Sign pen refill, My-gel black	pc	59		
98	Sign pen G-Tech C4 (black)	bx	4		
99	Sign pen G-Tech blue	bx	1		
100	Sign pen G-Tech C4 (red)	bx	1		

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101	Sign Pen Pilot High Tech V7 (blue)	bx	2		
102	Sign Pen Pilot G-2, 0.7	bx	2		
103	Soap, powder. 500 `grm	pck	12		
104	Sponge	pc	34		
105	Tape Dispenser	pc	2		
106	Tissue Paper 2 ply (12 pcs/pck)	pck	44		
107	Toilet Bowl Cleaner (Domex)	tube	40		
108	Toilet deodorant (Albatros)	pc	47		
109	typewriter ribbon	rll	2		
110	White board 2x3'	pc	1		
111	Wipe out. 145 grm	can	2		
112	yellow pad	pad	2		
113	Zonrox, 500 ml	bot	40		
TOTAL :					
APPROVED BUDGET FOR THE CONTRACT (ABC) (Php 300,000)					

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 _____