

Te. No. (047) 2446246

Standard Form Number: SF-GOOD- 60

Purchase Request No. : BNA-4844/4845-20  
Trade Agreement : Revised Implementing Rules and Regulations of R.A 9184  
Procurement Method : Shopping - Regular Office Supplies (Sec 52.1b)  
Approve Budget Cost : Php75,500.00  
(ABC)

Date : \_\_\_\_\_

## REQUEST FOR QUOTATION

Company/Traders Name : \_\_\_\_\_  
Address : \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than February 28, 2020.

  
**GUALBERTO E. ANGELES**  
BAC Chairperson

Item No.	Item/s and Description	Quantity	Unit	Unit Price	Total Price
1	Garbage Bag, black, large, 10-pcs/pack	40	pkcs		
2	Toner 85A	10	pcs		
3	Scotch Tape, 1"	20	rls		
4	Staple Wire	20	bxs		
5	Scissors, heavy duty	5	prs		
6	Rubber Band, small	5	bxs		
7	Binders Clip, 3/4"	10	bxs		
8	Laminating Film, 100 x 150 mm	5	bxs		
9	Ink, HP 680, color	10	pcs		
10	Ink, HP 680, black	10	pcs		
11	Data Folder	100	pcs		
12	Correction Tape, big	50	pcs		
13	Permanent Marker	20	pcs		
14	Tape Dispenser	5	pcs		
	*****nothing follows*****				
<b>NOTE:</b>					
<b>For additional supplies/procurement of 1st quarter office</b>					
<b>supplies requirements for CY 2020.</b>					

After having carefully read and accepted your General Condition, I/We quote you on the item/s at prices noted above.

\_\_\_\_\_  
Signature Over Printed Name

Tel No. \_\_\_\_\_

**General Conditions:**

- 1 ALL ENTRIES MUST BE WRITTEN LEGIBLY or TYPEWRITTEN  
QUOTATIONS WITH ERASURES OR OVERWRITING SHALL BE VALID ONLY, IF THEY ARE SIGNED OR INITIALED
- 2 BY THE SUPPLIER OR HIS AUTHORIZED REPRESENTATIVE
- 3 DELIVERY PERIOD WITHIN 30 Calendar Days AFTER RECEIPT OF P.O or notice
- 4 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCUING ENTITY