

Purchase Request No. : BNA-4095-18
 Trade Agreement : Revised Implementing Rules and Regulations of R.A 9184
 Procurement Method : Shopping - Regular Office Supplies (Sec 52.1b)
 Approve Budget Cost : ₱ 207,000.00
 (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 OCTOBER 17, 2018.

Remedios M. Frac
 REMEDIOS M. FRAC
 BAC Chairperson

Item No.	Item/s and Description	Quantity	Unit	Unit Price	Total Price
1	Toner/Cartridge, HP 85A	4	pcs		
2	Alcohol, rubbing, 70% isopropyl, 500ml	25	btls		
3	Bundy Clock Card	5	pks		
4	Yellow Pad	5	pds		
5	DVD Rewritable	20	pcs		
6	Tissue Paper	600	rlls		
7	Packaging Tape, 2", brown	10	rlls		
8	Electrical Tape, big	10	rlls		
9	Storage Box	100	pcs		
10	Staple Wire, standard	20	bxs		
11	Stamp Pad Ink, violet	20	btls		
12	Sign Pen, green	20	pcs		
13	Sign Pen, blue/black	100	pcs		
14	Plastic Ring Binder, #25	20	pcs		
15	Plastic Ring Binder, #19	20	pcs		
16	PVC Cover, long	2	bxs		
17	PVC Cover, A4	2	bxs		
18	Post-it, 3 x 3	20	pds		
19	Paper Clips, small	10	bxs		
20	Paper Clips, big	4	bxs		
21	Permanent Marker, black/blue	40	pcs		
22	Laminating Film, A4	2	bxs		
23	Cartridge, HP 680, colored	30	pcs		
24	Cartridge, HP 680, black	30	pcs		
25	Index Tabs	20	bxs		
26	Folder, long	400	pcs		
27	Folder, A4	100	pcs		
28	Data File Box	20	pcs		
29	Correction Tape, big	50	pcs		
30	Cont. Form, 11" x 9-1/2", 3-ply, carbonless	40	bxs		
31	Battery, AAA	40	pcs		
32	Battery, AA	50	pcs		
33	Ballpen, black/blue	200	pcs		
34	Toner/cartridge HP 79A	6	pcs		
	*****nothing follows*****				

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:

- ALL ENTRIES MUST BE WRITTEN LEGIBLY or TYPEWRITTEN
- QUOTATIONS WITH ERASURES OR OVERWRITING SHALL BE VALID ONLY, IF THEY ARE SIGNED OR INITIALLED BY THE SUPPLIER OR HIS AUTHORIZED REPRESENTATIVE
- DELIVERY PERIOD WITHIN 30 Calendar Days AFTER RECEIPT OF P.O or notice
- 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
- PRICE VALIDITY SHALL BE FOR A PERIOD OF 60 Calendar Days
- SUPPLIER MUST POSSESS TAXPAYER INFORMATION NUMBER (TIN)