

**REQUEST FOR QUOTATION**

Date : February 25, 2020  
RFQ No. 2020-036

Please quote your lowest price on the item/s listed below, subject to the General Conditions below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 03, 2020 in the return envelope attached herewith.

(SGD)  
**ESSIE IVANA P. BACCHUS**  
Procurement Officer B

NOTE :

1. THE APPROVED BUDGET FOR THE CONTRACT IS PHP 230,000.00
2. ALL ENTRIES MUST BE LEGIBLY WRITTEN
3. DELIVERY PERIOD OF THIS CANVASS IS WITHIN SEVEN (7) CALENDAR DAYS.
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 PROCURING ENTITY.
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	Unit Price
1	Ballpen - black	200	box	
2	Ballpen - blue	100	box	
3	Battery - Size AA	24	piece	
4	Battery AAA	24	piece	
5	Bundy Card, white, model 9000 (100s)	3	pack	
6	Calculator, 14 digits	5	piece	
7	Carbon Film, blue, legal	3	box	
8	Carbon Film, black, legal	3	box	
9	Clip, bulldog	12	piece	
10	Clip, double, 3"	6	box	
11	Clip, double, 2"	12	box	
12	Clip, double, 1"	12	box	
13	Clip, double, 5/8	12	box	
14	Clip, double, 1/2	12	box	
15	Clip board, long	3	piece	
16	Correction Tape	50	piece	
17	Dated stamp with mo. & yr., latest	6	piece	
18	Dater with "PAID"	4	piece	
19	Envelope, ordinary, long, brown	270	piece	
20	Envelope, ordinary, short, brown	47	piece	
21	Envelope, ordinary, A4	6	piece	
22	Envelope, mailing, long, white	3	box	
23	Eraser, white board	6	piece	
24	Expanding Envelope, long	60	piece	
25	Extention wires, 4 outlets, 10m, individual switch	5	piece	
26	Face mask, resusable/washable	3	box	
27	Empty Sack	30	piece	
28	Fastener, metal, thick filing	6	box	
29	Fastener, metal	36	box	
30	Fastener, plastic	36	box	
31	Folder, ordinary, long	500	piece	

32	Folder, ordinary, short	24	piece	
33	Folder, Press board, expanding, long	500	piece	
34	Folder Stand / Data File box	50	piece	
35	Glue, all purpose, 130g	25	cont	
36	Hand Sanitizer, gallon	6	gallon	
37	Hand Sanitizer, 500 ml with pump, ltr	10	cont	
38	Hand gloves, cotton	12	pair	
39	Index Card 1/2	1	pack	
40	Ink, Epson T6641, BLACK	24	bot	
41	ink, Epson T6642, Cyan	24	bot	
42	Ink, Epson T6643, magenta	24	bot	
43	Ink, Epson T6644, yellow	24	bot	
44	Ink Epson L3110, black C13T00V100	12	cont	
45	Ink Epson L3110, magenta C13T00V300	12	cont	
46	Ink Epson L3110, cyan C13T00V200	12	cont	
47	Ink Epson L3110, yellow C13T00V400	12	cont	
48	Marker, flourescent	17	piece	
49	Marker, permanent, black, fine	24	box	
50	Marker, permanent, black, broad	24	box	
51	Marker, permanent, blue, fine	6	piece	
52	Marker, whiteboard, black	24	piece	
53	Marker, whiteboard, blue	24	piece	
54	Paper clip, small	17	box	
55	Paper clip, big	15	box	
56	Paper, photo, A4	6	pack	
57	Paper, sub. 24, short, 80gsm	3	ream	
58	Paper, sub. 24, long, F4, multicopy, 80gsm	75	ream	
59	Paper, sub. 24, A4, multicopy, 80gsm	75	ream	
60	Paper, Cont. Form, 11 x 9 1/2 (280x241m2) 3-ply carbonless, short (invoice)	50	box	
61	Paper, sticker, A4	6	pack	
62	Pen holder	5	piece	
63	Pencil, Mongol # 1	30	piece	
64	Pencil, mechanical, lead, 05 & 07	3	piece	
65	Post it paper/Sticky notepad 5x3	15	pad	
66	Puncher	3	piece	
67	Philippine Flag	12	piece	
68	Push Pin	12	pack	
69	Record Book, 300 pages	6	piece	
70	Record Book, 500 pages	9	piece	
71	Ribbon Cartridge, LQ 2190	6	cart	
72	Ribbon for Lx 300 printer	2	cart	
73	Ribbon for LX 300+II printer	3	cart	
74	Ribbon for Lx 310 printer	6	cart	
75	Ribbon Cartridge, LQ 310 (SO 15639)	11	cart	
76	Ribbon, Bundy clock (T8)	4	cart	
77	Ribbon, Bundy clock (Commix)	1	cart	
78	Ribbon, typewriter, nylon	3	cart	

79	Ribbon, electronic typewriter, "Olympia, Model: Carrera de Luxe MD"	3	piece	
80	Rubber band, big	6	box	
81	Rubber band, small	9	box	
82	Ruler, hard plastic	3	piece	
83	Scissor	6	piece	
84	Sign pen, blue	36	piece	
85	Sign pen, black	36	piece	
86	Sign pen, refill	3	piece	
87	Staple wire no. 35	36	box	
88	Staple wire no. 10	36	box	
89	Stapler #35	10	piece	
90	Staple wire remover	1	piece	
91	Stamp pad ( big )	12	piece	
92	Stamp pad ink, 50 cc black	6	bot	
93	Stamp pad ink, 50 cc purple	6	bot	
94	Stamp pad ink, 50 cc blue	6	bot	
95	Tape, cellophane, 1" (transparent), 100m	50	roll	
96	Tape, double sided, heavy duty with foam	2	roll	
97	Tape, packing, 2", brown, 100m	36	roll	
98	Tape Dispenser for 1" tape	1	pc	
99	Waxed Twisted Cord 1mm	6	rolls	
<b>Note:</b> We deduct 4% tax for goods and 5% tax for services for NON-VAT registered suppliers and 6% tax for goods and 7% tax for services for VAT-registered suppliers.				

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.

\_\_\_\_\_

Date

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Tel. no. / Cellphone No. / e-mail address