

## REQUEST FOR PRICE QUOTATION

**NAME OF SUPPLIER** \_\_\_\_\_

**RPQ NO.** **1102008-23**

**Office Address** \_\_\_\_\_

**Date Prepared:** 11/16/2023

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 in a sealed envelope, your quotation duly signed by you/authorized representative not later than \_\_\_\_\_

**DEOLITO B. TORREFIEL**  
 BAC Chairperson

**NOTE:**

1. ALL ENTRIES MUST BE WRITTEN/TYPEWRITTEN
2. DELIVERY PERIOD WITHIN THIRTY (30) CALENDAR DAYS
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-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCTS BEING OFFERED.

| Item No. | ITEM DESCRIPTION  | QTY  | UNIT    | UNIT PRICE |
|----------|---|------|---------|------------|
| 1        | USB External Drive DVD-RW fr Laptop & Desktop (see attache specifications)  | 2    | Unit    |            |
| 2        | Ballpen, Black (branded)  | 100  | Piece/s |            |
| 3        | Mailing Envelope, White Long  | 1000 | Piece/s |            |
| 4        | Stapler #35 with staple remover   | 20   | Piece/s |            |
| 5        | Storage Box (store-all)   | 200  | Piece/s |            |
| 6        | Sign Pen 0.7 Green, RT (branded)  | 20   | Piece/s |            |
| 7        | POS Paper Roll, (Thermal Tape, 76mmx70)                                     | 30   | Roll    |            |
| 8        | Air Humidifer (photo attached)  | 15   | Piece/s |            |
| 9        | Sticker Paper A4, Ordinary White, 10's, inkjet friendly, branded            | 20   | Pack    |            |
| 10       | Sticker Paper A4, vinyl, matte, White, 20's, inkjet friendly, branded       | 20   | Pack    |            |
| 11       | TAPE, transparent, 24mm (1") width, usable length of 50m (branded)          | 48   | Roll    |            |
| 12       | Dial A-Phrase dater stamp, rubber (see attached sample)                     | 2    | Piece/s |            |
| 13       | Number stamp, 10-digits, rubber (see attached sample)                       | 2    | Piece/s |            |
| 14       | Sign Pen REFILL, 0.7 Black for Pilot BXS-V7RT Black                         | 75   | Piece/s |            |
| 15       | Sign Pen, 0.7 Black RT (refillable), branded                                | 60   | Piece/s |            |
| 16       | Sacks, Empty (large)  | 100  | Piece/s |            |
| 17       | Ring/View Binder, 0.5, 3-hole White A4, branded                             | 12   | Piece/s |            |
| 18       | DVD-Rewritable, with individual casing                                      | 50   | Piece/s |            |
| 19       | Record Book, 300pp (branded) Hard bound, materials made from recycled fibre | 30   | Piece/s |            |
| 20       | Paper Clip, vinyl/plastic, (big-48mm) branded                               | 25   | Box     |            |
| 21       | Paper Clip, vinyl/plastic, (small-32mm) branded                             | 25   | Box     |            |
| 22       | Sticky Note Pad 3x3, made from recycled fiber                               | 25   | Pad     |            |
| 23       | Sticky Note Pad 2x3, made from recycled fiber                               | 50   | Pad     |            |
| 24       | Highlighter/Flourescent Marker, yellow (branded)                            | 12   | Piece/s |            |

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

Printed Name/Signature

Tel. No./Cellphone No.  
 email:

Canvassed by: **OLIVER A. NADELA**

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

Date



Date Prepared: 11/16/2023

Date \_\_\_\_\_