PHILIPPINE PORTS AUTHORITY
Port Management Office of Dapitan
Port Area, Dapitan City

Standard Form Number: SF-GOOD-60
Revised on May 24, 2004

REQUEST FOR QUOTATION

NAME OF SUPPLIER:
OFFICE ADDRESS :

QUOTATION NO.
DATE PREPARED:

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 _____.

NOTE:

1. All entries must be typewritten
2. Delivery period within _____ 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 product being offered.

LIBERTO L. DELA ROSA, JR.
Acting Supervising Supply Officer

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	Folder Long	30	reams		
3	Bondpaper, A3size 80gsm	50	reams		
6	Vellum Paper long size (for calling card)	50	pack		
7	Vellum Paper short size (for calling card)	50	pack		
8	Lead Pencil 0.5 HB (for Mechanical pencil)	10	tube		
9	Correction Fluid, (Pen Type)	20	box		
10	Ballpen,Black	10	box		
11	Ballpen,Blue	10	box		
12	Sign Pen,Blue 0.5	10	box		
13	Sign Pen,Black 0.5	10	box		
14	Marking Pen, Blue	10	box		
15	Marking Pen, Black	10	box		
16	Marking Pen ink, Blue	5	bottle		
17	Marking Pen ink, Black	5	bottle		
18	Multi-Purpose Glue (240 G)	10	pcs		
19	Stamp Pad ink (Black & Blue)	10	pcs		
21	Fastener, vinyl coated	10	boxes		
26	Photo Sticker	50	pcs		
27	Hand Sanitizer	24	pcs		
28	DVD-RW	50	pcs		
29	Photo Paper (Standard size Glossy)	20	packs		
30	Scotch Tape 1"	50	pcs		
31	Scotch Tape 2"	20	pcs		
32	Masking Tape 1"	20	pcs		
34	Rubber Eraser (staedler)	10	pcs		
36	Ring Binder Folder (2 holes long size) vertical	50	pcs		
37	Ring Binder Folder (2 holes long size) horizontal	50	pcs		
38	Staples #35	10	box		
39	Push Pin	10	box		
40	Paper Fastener	20	box		
42	White Envelopes XX 1 box/500 pcs	5	box		
45	Battery AAA	24	pcs		
46	Battery AA	24	pcs		
47	Photo Paper (for laser printer)	20	pack		
48	Binding Clip (small)	10	box		
49	Binding Clip (medium)	10	box		
50	Binding Clip (large)	10	box		
51	PVC Cover A4 size	10	pack		
52	PVC Cover Legal size	10	pack		
53	PVC Ring Binder 3/4"	50	pcs		
54	PVC Ring Binder 1"	50	pcs		
55	Expandable brown envelope	100	pcs		
56	Engineering Field Book	15	pcs		
57	Double Sided Tape 1"	20	pcs		
58	Mechanical Pencil 0.5	10	pcs		
59	Sign Pen 0.6 black	20	pcs		
60	Puncher	6	pcs		
61	Data File Box (4" size)	50	pcs		
62	Data File Box (8" size)	50	pcs		
	xxxxxxxxxxxxx				
			ABC:Php190,000.00		
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Brand and Model :
Warranty :

Delivery Period:
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.

DATE

Canvassed by:
Date canvassed :