

## REQUEST FOR QUOTATION

NAME OF SUPPLIER:

QUOTATION NO.:

2022-07-0314

OFFICE ADDRESS :

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 **August 02, 2022**

**NOTE:**

- All entries must be handwritten or typewritten
- Delivery period within 30 calendar days.
- Warranty shall be for a period of Three (3) months from the date of acceptance of the delivered items. The obligation for the warranty shall be covered by either retention money or special bank guarantee in an amount equivalent to 1% of the contract price. The said shall shall only be released after the lapse of the warranty period.
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**BYRON P. PATAG**

BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	USB Flashdrive, 64GB	5	PC		
2	USB Flashdrive, 32GB, TYPE C OTG	4	PC		
3	TAPE, TRANSPARENT, width: 48mm ( $\bar{A}, \bar{A} \pm 1\text{mm}$ )	160	RL		
4	TAPE, TRANSPARENT, width: 24mm ( $\bar{A}, \bar{A} \pm 1\text{mm}$ )	20	RL		
5	TAPE, PACKING, width: 48mm ( $\bar{A}, \bar{A} \pm 1\text{mm}$ )	160	RL		
6	TAPE, MASKING, width: 48mm ( $\bar{A}, \bar{A} \pm 1\text{mm}$ )	11	RL		
7	TAPE, MASKING, width: 24mm ( $\bar{A}, \bar{A} \pm 1\text{mm}$ )	11	RL		
8	TAPE, DOUBLE SIDED, 1"	6	RL		
9	STORAGE BOX, KRAFT, LEGAL SIZE	10	PC		
10	Sticker Paper, GLOSSY, A4	20	PK		
11	STAPLER, STANDARD TYPE, WITH REMOVER, load cap: 200 staples min, 1 piece in individual box	11	PC		
12	STAPLE WIRE, STANDARD, NO.35, 5000 STAPLES PER BOX	46	BOX		
13	STAMP PAD INK, blue, 50ml (min.)	12	BOT		
14	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	6	PC		
15	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	12	PC		
16	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	138	PC		
17	RING BINDER, LEGAL, (PORTRAIT) (PER ATTACHED PICTURE)	30	PC		
18	RING BINDER, LEGAL, (LANDSCAPE) (PER ATTACHED PICTURE)	15	PC		
19	RIBBON REFILL for EPSON LX-310	48	RL		
20	REFILL, FOR DONG A MY GEL .5MM	36	PC		
21	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	2	BOK		
22	Push Pin, assorted colors, 50pcs/pack	5	PK		
23	PHOTO STICKER, GLOSSY, legal	11	PK		
24	Photo Paper (Legal, Matte)	10	PK		
25	Photo Paper (Legal, Glossy)	20	PK		
26	Photo Paper (A4 size, Glossy)	15	PK		
27	PAPER, multicopy, for laser/inkjet printers, high-speed copiers, LEGAL, 80GSM	132	RM		
28	PAPER, multicopy, for laser/inkjet printers, high-speed copiers, 210mm x 297mm (A-4), 80 gsm	155	RM		
29	PAPER, MIMEOGRAPHING, LEGAL, 500 SHEETS PER REAM	95	RM		
30	PAPER, MIMEOGRAPHING, A4, 500 SHEETS PER REAM	15	RM		
31	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	10	PAD		
32	NOTEPAD, STICK-ON, 2X2, 100 sheets per pad	10	PAD		



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33	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	8	PC		
34	MOUSE PAD WITH WRIST PAD	10	PC		
35	METAL FASTENER, 50 SETS PER BOX	21	BOX		
36	MARKER, PERMANENT, BROAD TYPE, BLACK	23	PC		
37	MARKER, PERMANENT, BULLET TYPE, BLACK	23	PC		
38	MARKER, FLOURESCENT, ASSORTED COLOR, 3 PCS PER SET	2	SET		
39	LAMINATING FILM, LEGAL, 250 MICRONS	3	RM		
40	KEYBOARD, FOR PC, WIRED, USB	12	PC		
41	INK CART, EPSON C13T664400 (T6644), Yellow	5	BOT		
42	INK CART, EPSON C13T664300 (T6643), Magenta	5	BOT		
43	INK CART, EPSON C13T664200 (T6642), Cyan	5	BOT		
44	INK CART, EPSON C13T664100 (T6641), Black	17	BOT		
45	INDEX TAB, CLEAR COLOR,	10	BOX		
46	ID CLIP, METAL (100PCS/PACK)	1	PK		
47	Guest Book	1	BOK		
48	GLUE, MULTIPURPOSE, 130GM, BRANDED	2	BOT		
49	GLUE STICK, 11MM X 270MM	10	PC		
50	GLUE GUN, HEAVY DUTY	1	UNT		
51	Folder, white, legal size	600	PC		
52	Folder, KRAFT, A4 SIZE, BROWN	200	PC		
53	FINGERTIP MOISTENER, MIN. 10G	12	PC		
54	EXTERNAL HDD, 3.0, 1TB CAPACITY	1	UNT		
55	EXPANDING RECYCLED HEAVY PRESSBOARD FOLDERS, 1/3-CUT TABS: ASSORTED, LEGAL SIZE, 1" EXPANSION (PER ATTACHED PICTURE)	80	PC		
56	Epson 003 Yellow	20	BOT		
57	Epson 003 Magenta	20	BOT		
58	Epson 003 Cyan	20	BOT		
59	Epson 003 Black	40	BOT		
60	DUCT TAPE, GRAY, WIDTH: 48mm	21	RL		
61	DATER, RUBBER, 4MM	2	PC		
62	DATA FILE BOX, w/ closed ends & finfer ring, 127mm x 229mm x 400mm (5" x 9" x 15-3/4"), BLUE	10	PC		
63	CORRECTION TAPE, 1 piece in individual plastic	75	PC		
64	Cork Board, medium size, 1 1/2FT X 3FT	1	UNT		



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65	CONTINUOUS PAPER, 2 PLY (11 X 91/2) BD 70 (70GSM) CARBONLESS	3	BOX		
66	Continuous Paper 3 ply, 5 1/2" X 9 1/2" plain with side perf, Carbonless	1	BOX		
67	Continuous Paper 3 ply, 11" X 9 1/2" BD 70GSM Carbonless	5	BOX		
68	CLIP, BACKFOLD, 50MM, 12 pieces per box	1	BOX		
69	CARBON FILM, LEGAL SIZE, 100 PER BOX	1	BOX		
70	CALCULATOR, 12 DIGITS, COMPACT	2	UNT		
71	Bond Paper, A3 size, 80gsm	5	RM		
72	BATTERY, Rechargeable, AAA, 4 pieces per blister pack	2	PK		
73	BATTERY, Rechargeable, AA, 4 pieces per blister pack	14	PK		
74	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, AAA, 2 pieces per blister pack	26	PK		
75	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, AA, 2 pieces per blister pack	23	PK		
76	BATTERY, Alkaline, AAA, 2 pieces per blister pack	5	PK		
77	BATTERY, Alkaline, AA, 2 pieces per blister pack	15	PK		
78	Ballpen, .5mm, BLUE	24	PC		
79	Ballpen, .5mm, BLACK	380	PC		
80	ALCOHOL DISPENSER, SPRAY, MANUAL, MINIMUM 250ML	4	PC		
	XXXXXXXX NOTHING FOLLOWS XXXXXXXXX				
	APPROVED BUDGET FOR THE CONTRACT:				
	PHP 249,319.25				

Brand and Model :

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.

PRINTED NAME/SIGNATURE

TEL NO. / CELLPHONE NO.

DATE

Canvassed by: \_\_\_\_\_

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