

## REQUEST FOR QUOTATION

NAME OF SUPPLIER:

OFFICE ADDRESS:

QUOTATION NO.: 0325-19

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 handwritten or typewritten.
2. Delivery period within 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 30 calendar days.
5. G-EPIS registration certificate shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. Sealed/Unsealed canvases/quotation shall be accepted.
8. All prospective bidders shall submit Mayor's/Business permit, PhilGEPS registration number, Income/Business Tax Returns, Omnibus sworn statement and DTI certificate of registration during the opening of sealed RFQ.

  
RANCY B. VILLARTE  
Supervising Supply Officer

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
3	Continuous Paper 2 ply, 13" X 9 1/2" 80 T&GSM Carbonized	6	box		
6	DATA FILE BOX, made of chipboard, with closed ends	10	piece		
15	FOLDER, FANCY, legal, 50 pieces per bundle	2	bundle		
16	FOLDER, L-TYPE, A4 SIZE, 50 pieces per pack	10	pack		
17	Folder, A4	100	piece		
18	Folder, white, legal size	1700	piece		
19	Folder File, Legal size, with metal tab, expandable Green	382	piece		
20	GLUE, all purpose, gross weight, 200 grams min	12	jars		
23	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	6	piece		
27	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	6	ream		
28	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	6	ream		
29	PAPER, MULT-PURPOSE, 70 gsm, size: 210mm x 297mm (A4)	138	ream		
30	PAPER, MULT-PURPOSE, 70 gsm, size: 216mm x 330mm (Legal)	103	ream		
31	Bond Paper, A3 size, 80gsm	8	ream		
42	STAPLER, STANDARD TYPE, load cap: 200 staples min. 1 piece in individual box	6	piece		
63	Vellum Paper short size (for calling card)	1	pack		
64	Vellum Paper long size (for calling card)	1	pack		
71	Calculator, Big, Big Display, Heavy Duty	4	unit		
73	Computer Keyboard	5	piece		
78	REFILL RIBBON for EPSON LQ-2190	20	roll		
80	Photo Paper (Legal size, Glossy	4	pack		
81	Alcohol Spray	38	pieces		
82	Refill, sign pen, Parker black	1	pack		
	ABC: ₱99,810				

Brand and Model

Warranty

noted above.

Delivery Period

Price Validity

PRINTED NAME/SIGNATURE

TEL NO. / CELLPHONE NO.

DATE

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

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