

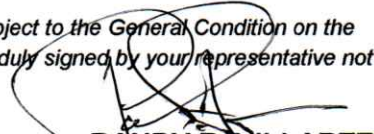
REQUEST FOR QUOTATION

NAME OF SUPPLIER:
 OFFICE ADDRESS :

QUOTATION NO.:
 DATE PREPARED:

2021-08-0271
 03 August, 2021

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 _____.


RANDY B. VILLARTE
 Supervising Supply Officer

- NOTE:**
1. All entries must be handwritten or typewritten
 2. **Delivery period within 30 calendar days.**
 3. **Warranty shall be for a period of one (1) year 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.**
 4. Price validity shall be for a period of 30 calendar days
 5. Bidders shall submit original brochures showing certifications of the product being offered.
 6. Sealed canvass/quotation shall be accepted.
 7. **All prospective bidders shall submit Mayor's/Business permit, PhilGEPS registration number and Omnibus Sworn Statement during the opening of sealed RFQ.**
 8. Only RFQ, if submitted personally, with the duly notarized Special Power of Attorney or Secretary's Certificate shall be accepted.

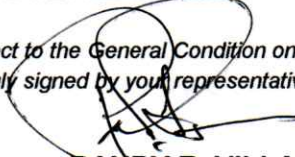
| ITEM NO. | ITEM & DESCRIPTION | QTY | UNIT | PRICE/ UNIT | TOTAL AMOUNT |
|----------|--|-----|------|-------------|--------------|
| 1 | SIGN PEN REFILL, .5MM | 24 | PC | | |
| 2 | I.D. Clip, Metal | 100 | PC | | |
| 3 | COMPUTER CONTINUOUS FORM, 2ply, 280 X 378mm | 10 | BOX | | |
| 4 | Time card, FOR AIBAO S-210P,100PCS/PCK | 6 | PK | | |
| 5 | Mimeograph Paper, LEGAL SIZE, 60GSM | 50 | RM | | |
| 6 | SACK, LARGE SIZE | 100 | PC | | |
| 7 | STAMP PAD INK, BLUE, 25/30M; | 10 | BOT | | |
| 8 | MOUSE, OPTICAL, USB connectiontype | 3 | PC | | |
| 9 | Carbon Film, legal, blue | 1 | BOX | | |
| 10 | Laminating Film, legal, 250 microns | 1 | RM | | |
| 11 | MARKER, whiteboard, felt tip, bullet type, Black | 24 | PC | | |
| 12 | ENVELOPE, DOCUMENTARY, forlegal size document | 1 | BOX | | |
| 13 | TAPE, packaging, 2" | 10 | RL | | |
| 14 | TAPE, TRANSPARENT, 2" | 20 | RL | | |
| 15 | DUCT TAPE, 2" | 10 | RL | | |
| 16 | MULTICOPY PAPER, A3, 80GSM | 5 | RM | | |
| 17 | FRAME, A4 SIZE, FORCERTIFICATES | 20 | PC | | |
| 18 | SIGN PEN, BLUE, .5MM | 15 | PC | | |
| 19 | Ballpen, BLACK, .5MM, FINE | 60 | PC | | |
| 20 | EPSON 003, YELLOW | 4 | BOT | | |
| 21 | EPSON 003, MAGENTA | 4 | BOT | | |
| 22 | EPSON 003, CYAN | 3 | BOT | | |
| 23 | DATA FILE BOX, BLACK, SINGLE | 6 | BOX | | |
| 24 | Index Tabs, ASSORTED COLORS | 24 | BOX | | |
| 25 | VELLUM SPECIALTY BOARD PAPER, A4, 200GSM, WHITE, 10PCS/PACK | 40 | PK | | |
| 26 | VELLUM SPECIALTY BOARD PAPER, LEGAL, 200GSM, WHITE, 10PCS/PACK | 20 | PK | | |
| 27 | Tape, DOUBLE SIDED, 1" | 10 | RL | | |
| 28 | NOTE PAD, stick on, 50mm x 76mm (2" x 2") min, NEON COLORED | 12 | PC | | |
| 29 | TAPE, transparent, 24mm | 30 | RL | | |
| 30 | STICKER PAPER, A4, GLOSSY,10PCS/PCK | 50 | PK | | |

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|----------|--|-----|------|-------------|--------------|
| 31 | STICKER PAPER, A4, Regular/Non-Glossy, 10pcs/pack | 50 | PK | | |
| 32 | PAPER CLIP, vinyl/plastic coated,50mm | 30 | BOX | | |
| 33 | PAPER CLIP, vinyl/plastic coated,33mm | 30 | BOX | | |
| 34 | BATTERY, ALKALINE, AAA SIZE,2PCS/PCK | 10 | PK | | |
| 35 | BATTERY, RECHARGEABLE, AAA,4PCS/PCK | 3 | PK | | |
| 36 | BATTERY, RECHARGEABLE, AASIZE, 4PCS/PCK | 6 | PK | | |
| 37 | PAPER, MULTICOPY, Legal, 80gsm | 50 | RM | | |
| 38 | PAPER, MULTICOPY, A4, 80 gsm | 100 | RM | | |
| 39 | SIGN PEN, Black, .5mm, needle tiptype | 12 | PC | | |
| 40 | SIGN PEN, Black, .5mm, Good quality | 84 | PC | | |
| 41 | COMPUTER CONTINUOUS FORM, 3 ply, CARBONLESS 11 X 9 1/2 | 10 | BOX | | |
| | XXXXXXXXNOTHING FOLLOWSXXXXXXXXXX | | | | |
| | APPROVED BUDGET FOR THE CONTRACT: | | | | |
| | PHP 134,000.00 | | | | |

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 : _____