

REQUEST FOR QUOTATION

NAME OF SUPPLIER:

OFFICE ADDRESS :

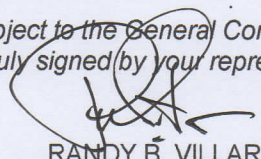
QUOTATION NO.: 0141-2019

DATE PREPARED: 07/11/2019

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-EPS 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 canvass/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.


RANDY B. VILLARTE
Actg. Supervising Supply Officer

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	Adding Machine Ribbon (Black and Red)	12	piece		
2	Adding Machine Tape 57mm	5	roll		
3	Alcohol Spray	15	pieces		
4	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	33	bottle		
5	Ballpen, black	161	piece		
6	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	5	unit		
7	CLIP, BACKFOLD, 50MM, 12 pieces per box	15	box		
8	Computer Keyboard	7	piece		
9	Continuous Paper 2 ply, 13" X 9 1/2" BD 70GSM Carbonized	3	box		
10	Continuous Paper 3 ply, 11" X 9 1/2" BD 70GSM Carbonized	3	box		
11	CORRECTION TAPE, 1 piece in individual plastic	100	piece		
12	ENVELOPE, MAILING, 500 pieces per box	2	box		
13	Epson 003 Black	23	bottle		
14	Epson 003 cyan	3	bottle		
15	Epson 003 Magenta	3	bottle		
16	Epson 003 Yellow	3	bottle		
17	FLASH DRIVE, 16 GB capacity, 1 piece in individual blister	1	piece		
18	Folder File, Legal size, with metal tab, expandable Green	150	piece		
19	Folder, white, legal size	1000	piece		
20	GLUE, all purpose, gross weight: 200 grams min	10	piece		
21	Hand Sanitizer	6	bottle		
22	INK CART, EPSON C13T664100 (T6641), Black	37	cart		
23	INK CART, EPSON C13T664200 (T6642), Cyan	9	cart		
24	INK CART, EPSON C13T664300 (T6643), Magenta	9	cart		
25	Marker, Permanent, Broad Type, black	12	piece		
26	MARKER, PERMANENT, bullet type, black	18	piece		
27	MARKER, WHITEBOARD, blue	5	piece		
28	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	7	unit		
29	My gel (black) refill	2	dozen		
30	notepad, 2x2, neon colors	36	pad		
31	Packaging Tape, 4", clear	5	roll		
32	Packaging Tape, 4", yellow	5	roll		
33	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4)	128	ream		
34	PAPER, MULTI-PURPOSE, 70 gsm., size: 216mm x 330mm (Legal)	79	ream		
35	PENCIL, LEAD WITH ERASER, 12 dozens per box	2	box		
36	Photo Paper (A4 size, Glossy)	3	pack		