

REQUEST FOR QUOTATION

NAME OF SUPPLIER:

QUOTATION NO.:

2023-11-0638

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 **November 15, 2023.**

NOTE:


ENGR. ABDURASAD S. HASAN
 BAC Chairperson

1. All entries must be handwritten or typewritten
2. **Delivery period within 30 calendar days.**
3. **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.**
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.**
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	Ballpen, 0.5mm, BLUE	12	PC		
2	Ballpen, 0.5mm, BLACK	170	piece		
3	BATTERY CHARGER FOR AA battery, with 4 pcs. Battery	1	set		
4	BATTERY, Alkaline, AA, 2 pieces per blister pack	15	pack		
5	BATTERY, Alkaline, AAA, 2 pieces per blister pack	5	pack		
6	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, AA, 2 pieces per blister pack	15	pack		
7	BATTERY, dry cell, CARBON ZINC, SUPER HEAVY DUTY, AAA, 2 pieces per blister pack	10	pack		
8	BATTERY, Rechargeable, AA, 4 pieces per blister pack	5	pack		
9	BATTERY, Rechargeable, AAA, 4 pieces per blister pack	5	pack		
10	Bond Paper, A3 size, 80gsm	1	ream		
11	BULLDOG BINDER CLIP, 3"	5	PC		
12	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	2	unit		
13	CLIP, BACKFOLD, 25MM, 12 pieces per box	5	box		
14	CLIP BOARD, WOODEN, LONG, (215X350mm	5	piece		
15	Columnar notebook, 18 columns (47 ROWS)	6	book		
16	Columnar notebook, 4 columns	4	book		
17	Columnar notebook, 8 columns	4	piece		
18	CONTINUOUS FORM, 1 PLY, 280MM X 378MM, 1,000 sets per box	1	box		
19	Continuous Paper 2 ply, 11" X 9 1/2" BD 70GSM Carbonless	5	box		
20	Continuous Paper 3 ply, 11" X 9 1/2" BD 70GSM Carbonless	1	box		
21	CORRECTION TAPE, 1 piece in individual plastic	25	piece		
22	DATA FILE BOX, w/ closed ends & finfer ring, 127mm x 229mm x 400mm (5" x 9" x 15-3/4"), BLACK	5	piece		
23	ENVELOPE, EXPANDABLE, WITH STRING, LEGAL, KRAFT	25	piece		
24	ENVELOPE, KRAFT, LEGAL SIZE, 500 PC/BOX	1	box		
25	Epson 003 Black	23	bottle		
26	Epson 003 Cyan	11	bottle		
27	Epson 003 Magenta	11	bottle		
28	Epson 003 Yellow	11	bottle		
29	FASTENER, METAL, 70mm between prongs, 50 sets per box	25	box		
30	FILE TRAY, 3 LAYERS, METAL, BLACK	2	PC		
31	FINGERTIP MOISTENER, MIN. 10G	1	PC		

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
32	Folder, Kraft, A4, brown	100	piece		
33	Folder, Kraft, white, legal size	520	piece		
34	DOCUMENT FRAME, A4 SIZE, WOOD, FOR CERTIFICATES	5	piece		
35	GLUE, all purpose, gross weight: 200 grams min	1	jars		
36	GLUE, MULTIPURPOSE, 130GM, BRANDED	7	bottle		
37	INK CART, EPSON C13T664100 (T6641), Black	10	cart		
38	INK CART, EPSON C13T664200 (T6642), Cyan	8	cart		
39	INK CART, EPSON C13T664300 (T6643), Magenta	8	cart		
40	INK CART, EPSON C13T664400 (T6644), Yellow	8	cart		
41	Laminating Film, LEGAL, 250 MICRONS	1	ream		
42	MARKER, FLUORESCENT, 3 colors per set	1	set		
43	MARKER, PERMANENT, broad type, black	3	piece		
44	MARKER, PERMANENT, broad type, blue	2	piece		
45	MARKER, PERMANENT, bullet type, black	2	piece		
46	MARKER, WHITEBOARD, black	5	piece		
47	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	8	pad		
48	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)	8	box		
49	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	10	box		
50	PAPER, MIMEOGRAPHING, LEGAL, 500 SHEETS PER REAM	5	ream		
51	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	80	ream		
52	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	40	ream		
53	PHOTO STICKER, GLOSSY, A4	3	pack		
54	PHOTO STICKER, GLOSSY, legal	3	PK		
55	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	1	piece		
56	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	10	book		
57	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	9	book		
58	RIBBON REFILL for EPSON LX-310	24	roll		
59	Scissor, Heavy duty, big 8" minimum	2	piece		
60	SD Card, 16-32GB, Branded, high quality	1	pc		
61	SHARPENER, DESK TYPE, MECHANICAL	1	piece		
62	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	90	piece		
63	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	12	piece		

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64	Sign Pen, Extra Fine 0.7 black	12	piece		
65	STAMP PAD INK, blue, 50ml (min.)	4	bottle		
66	STAPLE WIRE, STANDARD, NO.35, 5000 STAPLES PER BOX	55	box		
67	STAPLER, STANDARD TYPE, WITH REMOVER, load cap: 200 staples min, 1 piece in individual box	2	piece		
68	Sticker Paper, GLOSSY, A4	3	PK		
69	STICKY NOTE, 4 IN 1, 1.8" X .5", ASSORTED COLOR	10	PACK		
70	TAPE, DOUBLE SIDED, 1"	3	RL		
71	TAPE, MASKING, width: 24mm (±1mm)	5	roll		
72	TAPE, PACKING, width: 48mm (±1mm)	50	roll		
73	TAPE, TRANSPARENT, width: 24mm (±1mm)	20	roll		
74	TAPE, TRANSPARENT, width: 48mm (±1mm)	50	roll		
	XXXXXXXX NOTHING FOLLOWS XXXXXXXX				
	APPROVED BUDGET FOR THE CONTRACT:				
	PHP 130,819.79				

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 : _____