

**REQUEST FOR QUOTATION**

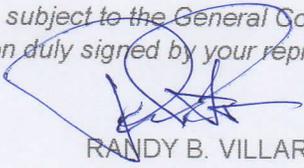
**NAME OF SUPPLIER:**

**QUOTATION NO.:** 0167-2019

**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 \_\_\_\_\_.



RANDY B. VILLARTE

Actg. 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 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 during the opening of RFQ.
9. 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	Bond Paper, A3 Size, 80gsm	15	ream		
2	Bond Paper, A4 size, 80 gsm, 210mm x 297mm	50	ream		
3	Bond Paper, Legal size, 80 gsm, 8 1/2" x 13"	20	ream		
4	Vellum paper legal size (for calling card)	25	pack		
5	Vellum paper A4 size (for calling card)	25	pack		
6	Correction Pen	5	box		
7	Ballpen, Black	5	box		
8	Ballpen, Blue	5	box		
9	Sign Pen, Blue, 0.5mm	5	box		
10	Sign Pen, Black, 0.5mm	5	box		
11	Sign Pen, Black, 0.7mm	5	box		
12	Marking Pen, Blue	5	box		
13	Marking Pen, Black	5	box		
14	Marking Pen ink, blue	5	bottle		
15	Marking Pen ink, black	5	bottle		
16	Multi-Purpose Glue (240g)	10	piece		
17	Stamp Pad	10	piece		
18	White Board Pen, Black	5	box		
19	Photo Sticker, A4 size	50	piece		
20	Hand Sanitizer, 200ml	12	bottle		
21	DVD-RW, 32x or more, branded	50	piece		
22	Photo Paper, A4 size, glossy	20	pack		
23	Rubber Eraser, branded	10	piece		
24	Pencil, #2	5	box		
25	Staple Wire, Standard, Chisel Type, #35	10	box		
26	Push Pin	10	box		
27	Mailing Envelope, white, 500 pc/box	2	box		
28	Record Book, 300 page capacity	20	piece		
29	Alcohol 70% solution, 500ml	50	bottle		
30	PVC Cover, A4 Size	10	pack		
31	PVC Cover, Legal Size	10	pack		
32	PVC Ring Binder 3/4"	50	piece		
33	PVC Ring Binder 1/2"	50	piece		
35	Double Sided Tape 1"	10	roll		