



Republic of the Philippines  
**COMMISSION ON AUDIT**  
Regional Office No. VII

**REQUEST FOR QUOTATION**

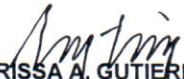
Date: March 6, 2019  
RFQ No.: 19-03-016

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No.: \_\_\_\_\_ TIN No.: \_\_\_\_\_

Please quote your lowest offer for the item/s described below, subject to the General Conditions stated below, and submit your quotation duly signed by you or your representative not later than **March 20, 2019** in the return envelope attached herewith, and sealed.

General Conditions:

1. PRICES SHOULD BE INCLUSIVE OF VAT
2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 60 CALENDAR DAYS
3. PLEASE ATTACH TOGETHER WITH YOUR QUOTATION A COPY OF YOUR PHILGEPS REGISTRATION NUMBER AND MAYOR'S PERMIT.
4. MANAGEMENT RESERVES THE RIGHT TO REJECT OUTRIGHT ANY CONTINGENT BIDS.

  
**MARISSA A. GUTIERREZ**  
SA III - Supply and Property Officer

After having carefully read and accepted the General Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT	ITEM & DISCRIPTION	QTY.	Approved Budget for the Contract (TOTAL)	OFFER					
				PRICE			Compliance with technical specifications (Pls. check)		Remarks/ Brand
				QTY	Unit Price	Total Price	Yes	No	
	<b>APP 2019 COMMON OFFICE SUPPLIES</b>								
pack	Cartolina, ordinary (red, blue, green, brown, neon yellow, neon orange, neon green)	10	727.79						
piece	Correction tape, wiper mini roller, 5	20	1,700.00						
pack	Correction tape, refill, wmr, 5, 2pc/pk	60	5,100.00						
box	Envelope, mailing white, 500s/box	3	825.00						
piece	Envelope, ordinary, brown legal size	400	1,400.00						
piece	Envelope, ordinary, brown, short	100	250.00						
box	Fastener, plastic	20	800.00						
box	Folder, long, expanding, w/out metal tab	2	1,493.44						
pack	Folder, long, white, 100/pk	8	2,237.08						
tube	Glue, Clear, All purpose, 50ml	20	400.00						
piece	Glue, Stick, big	50	750.00						
piece	Marker, medium pt/ CD Marker	24	840.00						
piece	Marker, permanent, black, fine	48	2,400.00						
piece	Marker, permanent, blue, fine	36	1,800.00						
piece	Marker, permanent, black, broad	12	660.00						
piece	Marker, permanent, blue, broad	12	660.00						

piece	Marker, whiteboard, black, broad	72	3,960.00						
ream	Paper, Copy, 8.5 x 11, short, 80 GSM	300	75,000.00						
piece	Paper, Morocco, Blue 31 x 43 in	20	1,000.00						
piece	Paper, Morocco, White, 31 x 43 in	20	1,000.00						
piece	Pen, Ball, Fine, BP-S-F, Black	156	3,900.00						
box	PVC cover, transparent, 300 mic, short, 100pc/bx	5	2,500.00						
piece	Ring Binder, (1/2"x44"), plastic, black	30	600.00						
piece	Ring Binder, (1/2"x44"), plastic, blue	100	2,000.00						
piece	Ring Binder, (5/8" x 44"), plastic, black	100	2,500.00						
piece	Ring Binder, (3/4"x44"), plastic, black	150	5,250.00						
piece	Ring Binder, (1" x 44"), plastic, black	150	5,250.00						
box	Rubber Band, 70mm min lay flat length (#18)	6	580.32						
piece	Sign Pen, 0.5mm, black	60	2,076.67						
piece	Sign Pen, 0.7mm, black	12	660.00						
piece	Sticker Paper, matte, A4	150	900.00						
box	Staple Wire, #10	20	413.50						
roll	Tape, duct, 48mm, 50 meters length	3	1,200.00						
roll	Tape, scotch, 24mm (1"), 50 meters length	50	455.00						
			<b>131,288.80</b>						

Warranty : \_\_\_\_\_ Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel. No. / Cellphone No.  
e-mail address

\_\_\_\_\_  
Date