



**REQUEST FOR QUOTATION**

Date: March 26, 2019  
 RFQ No.: 19-03-027

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 **1:30PM of April 4, 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 PHILGEP'S REGISTRATION NUMBER AND MAYOR'S PERMIT.
4. MANAGEMENT RESERVES THE RIGHT TO REJECT OUTRIGHT ANY CONTINGENT BIDS.

*MariSSa A. Gutierrez*  
**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>COMMON OFFICE SUPPLIES</b>									
bottle	Alcohol, 70%, ethyl, antiseptic, disinfectant, 500ml	12	900.00						
piece	Battery AAA, Alkaline, LR03, 1.5V	200	10,000.00						
piece	Cartolina, ordinary (blue, brown, green, orange, pink, yellow, yellow green)	250	2,000.00						
piece	CLIP, bulldog (3")	10	150.00						
piece	Correction tape, wiper mini roller, 5	5	425.00						
pack	Correction tape, refill, wmr, 5, 2pc/pk	10	850.00						
piece	Cutter, big, heavy duty	10	2,750.00						
piece	Cutter, small, heavy duty	10	2,000.00						
pack	Cutter blade, big, heavy duty 10pc/pk	2	40.00						
box	ENVELOPE, expanding, dark blue, legal size, garter strap, 100s/box	2	1,800.00						
pack	Folder, long, white, 100/pk	3	1,500.00						
piece	ID Jacket with clip	5300	79,500.00						
book	Notebook, writing, 40 leaves	6000	120,000.00						
piece	Paper, Manila	200	1,600.00						
pad	Paper, Intermediate Pad, 200mm x 250mm	60	1,500.00						
piece	Pen, Ball, Fine, BP-S-F, Black	5500	137,500.00						
piece	Ring Binder, (3/4"x44"), plastic, black	1400	49,000.00						
piece	Sign Pen, 0.5mm, black	5	250.00						
			<b>411,765.00</b>						

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

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

Printed Name/Signature

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

Date