



**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_  
 Quotation #: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

TIN No. \_\_\_\_\_

Please quote your lowest price inclusive of taxes in the items/s listed, subject to the General Conditions below, stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than 3 days upon receipt in sealed envelope marked with the reference no. 23-08-SP253

*[Signature]*  
 JOHNNY M. CONCON  
 Chairman, Bids and Awards Committee

ITEM No.	Item Description	UNIT	QTY	UNIT COST	TOTAL COST
	<b>PROCUREMENT OF .....</b>				
	Bondpaper (A4 size), 70 GSM	box	13		
	Bondpaper (Legal/Folio size) 8.5" x 13", 70 GSM	box	10		
	Photopaper (A4 size), 10 sheets/pack	pack	10		
	Certificate Paper (A4 size, 90gsm, cream color, 100 pcs/pack)	pack	20		
	Ballpen (black, 50pcs/box)	box	30		
	Sign Pen, 0.5, black	box	30		
	Sign Pen, 0.7, black	box	20		
	Sign Pen Refill, 0.5, black	box	15		
	Marker (neon and pastel colors, 4 colors/set)	set	12		
	Pencil #2 (12pcs/box)	box	10		
	Binder Clips (3/4 in.)	box	10		
	Binder Clips (1 in.)	box	10		
	Binder Clips (2 in.)	box	10		
	Paper Clip 30mm	box	6		
	Paper Clip 50mm	box	6		
	Sticky Notes 3x2	pack	24		
	Sticky Notes 3x3	pack	24		
	Sticky Notes "Sign Here"	pack	40		
	Sticky Notes w/ Lines 6x4 100 sheets	pcs	12		
	Correction Tape	pcs	30		
	Envelope, Brown, (Legal)	pcs	35		
	Envelope, Brown, Expanded (Legal)	pcs	35		
	Envelope, Expanding, Push-Lock, Long, Plastic with handle	pcs	40		
	Certificate Jacket/holder	pcs	25		
	Folder, Sliding (Legal, transparent, white/clear color)	pcs	50		
	Folder, Expanding (Legal, green)	pcs	50		
	Folder, White (Legal, 12pcs/pack)	pack	5		
	Folder, White (A4, 12pcs/pack)	pack	5		
	Record Book 300 pages	pcs	12		

ABC: \_\_\_\_\_  
 Source of fund: 70,325  
 SAAD 2023

**General Conditions:**

- All entries must be typewritten/printed in ink.
  - Delivery period within \_\_\_\_\_ calendar days based on the contract.
  - Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment from date of acceptance by procuring entity.
  - Price validity shall be for a period of \_\_\_\_\_ calendar days
  - PhilGEPS Registration Certificate, Business Permit, DTI Certificate and Tax Registration Certificate shall be attached upon submission of the quotation, if applicable.
  - Bidders shall submit original brochures showing specification of the products being offered.
  - Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to signed contract and claimed payments.
- After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

Supplier

Signature over Printed Name of Convasser

Tel. No. / CP No. / email address

Date