



REQUEST FOR QUOTATION

Date: _____

Quotation #: _____

Name of Company _____

Address _____

TIN No. _____

Please quote your lowest price in the items/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in sealed envelope marked w/ the reference no. (PR # CF-2404-1-045)

ENGR. RENE O. MORALES
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
OFFICE SUPPLIES					
1	(10pcs/box,black) signed pen,0.5mm	Box	15		
2	(10pcs/box,blue) signed pen, 0.5mm	Box	15		
3	Ballpen (50 pcs /box)	Box	12		
4	Pencil (12pcs/box, 20 boxes)	Box	20		
5	Eraser	pcs	10		
6	Bond paper(substance 20, A3, 5 reams per box)	Box	2		
7	Engineer field book	Pcs	20		
8	Staple wire no. 35	box	20		
9	Staple	unit	10		
10	Specialty Board Paper(A4,plain off white 10 pcs/pack	Pack	28		
11	Specialty Board Paper(long,plain off white 10 pcs/pack	Pack	30		
12	Expanded Folder(legal,25 pcs/set, green)	set	7		
13	Certificate holder with Frame, A4	Pcs.	30		
14	Certificate holder with Frame, legal	Pcs.	30		
15	Round head fastener, 2in, 100pcs/box	Box	30		
16	Round head fastener, 1.25in, 100pcs/box	Box	20		
17	Acetate (PVC,100pcs) legal	box	5		
18	Duct Tape (2 inches,10met.)	Roll	20		
19	Scotch Tape (1inch, 10meters)	Roll	20		
20	Scotch Tape (2inches, 10meters)	Roll	20		
21	Tape Dispenser	Pcs	2		
22	Stand Filer Box (Color Blue)	box	10		
23	Correction tape	Pcs	50		
24	Puncher (Heavy duty)	Pcs	2		
25	Sticky Note (2in x 3in)	pad	20		
26	Sticky Note (0.5in x 2in)	pad	20		
27	Tag Index (ear tag)(100pcs)	pack	20		
28	Binder Clip (3/4" , 12pcs per box)	box	25		
29	Binder Clip (1" , 12pcs per box)	box	25		
30	Binder Clip (2" , 12pcs per box)	box	25		
31	White Board Marker (Black)	Box	4		
32	Rubber Stamp, Certified True Copy	pcs	2		
GRAND TOTAL: P					

EPC: _____ **₱52,730.00**

TERMS & CONDITIONS:

Source of fund: MIADP

- All entries must be typewritten/printed in ink.
- Delivery period within 15 calendar days.
- 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 30 calendar days
- PhilGEPS Registration Certificate shall be attached upon submission of the quotation if applicable.
- Bidders shall submit original brochures showing certification of the products being offered.
- Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to sign contract and claim payments.

After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

Printed Name/Signature of Company _____

Name and Signature of Convasser _____

Tel. No. / CP No. / email address _____

Date _____