



REQUEST FOR QUOTATION

Date: _____
 Quotation #: _____

Name of Company _____

Address _____

TIN No. _____

Please quote your lowest price in the items 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. (FR # CP2402-1-024).

[Signature]
ENGR. RENE Q. MORALES
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
Office Supplies					
Lot 1					
1	3 layer document tray file	piece	6		
2	Arch file	piece	50		
3	Ballpen	piece	150		
4	Board Paper 200gsm	ream	31		
5	Bond Paper (A4)	ream	300		
6	Bond Paper (Legal)	ream	300		
7	Calculator	piece	7		
8	Cartolina (white)	piece	200		
9	Certificate holder	piece	160		
10	Clear glue	piece	48		
11	Clip back fold 1"	box	30		
12	Clip back fold 2"	box	30		
13	Clip back fold 3/4"	box	30		
14	Clip Board (A4)	piece	20		
15	Clip Board (Long)	piece	20		
16	Correction Tape	piece	100		
17	Cutter	piece	25		
18	Data file box double with cover	piece	20		
19	Data file box single with cover	piece	19		
20	Envelope (brown long)	piece	200		
21	Expanding Envelope (long)	piece	220		
22	Expanding Folder (long)	piece	200		
23	Folder (brown long)	piece	204		
24	Highlighter	pack	10		
25	ID Holder with string	piece	100		
26	Manila paper	piece	200		
27	Masking tape 1"	roll	100		
28	Packing tape 2"	roll	60		
29	Paper clip (Jumbo)	box	30		
30	Paper clip (Small)	box	30		
31	Paper Fastener	box	20		
32	Pencil no. 2	box	18		
33	Permanent marker (Black)	box	10		
				SUBTOTAL (LOT 1)	

Lot 1	P298,927.00
Lot 2	P103,590.00
Grand Total EPC:	P402,517.00

TERMS & CONDITIONS:

- All entries must be typewritten/printed in ink.
- Delivery period within 30 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 60 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 send authorized representative to sign contract and make payments.

Source of fund: **MIADP-NCIP 13**

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

 Name and Signature of Convozier

 Printed Name /Signature of Company

 Tel. No. / CP No. / email address

Date





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. (78 # CF2402-1-024)

[Signature]
ENGR. RENE Q. MORALES
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
34	Photo paper (A4)	pack	50		
35	Puncher	piece	5		
36	Push pin	box	30		
37	Record Book (300 pages)	piece	30		
38	Record Book (500 pages)	piece	30		
39	Scissor	piece	20		
40	Scotch tape 1"	roll	100		
41	Sharpener	piece	8		
42	Sign Pen 0.3 Black	box	17		
43	Sign Pen 0.3 Blue	box	17		
44	Sign Pen 0.5 Black	box	20		
45	Sign Pen 0.5 Blue	box	20		
46	Sign Pen 0.7 Black	box	20		
47	Sign Pen 0.7 Blue	box	20		
48	Stamp pad	piece	10		
49	Stamp pad ink	bottle	10		
50	Staple remover	piece	10		
51	Staple Wire 23/6	box	10		
52	Staple Wire 26/6	box	10		
53	Stapler	piece	10		
54	Steno Notebook	piece	200		
55	Sticker paper	pack	50		
56	Sticky notes (Large)	pack	60		
57	Sticky notes (medium)	pack	60		
58	Sticky notes (small)	pack	60		
59	Tabbing letters	box	100		
60	Tape dispenser	piece	8		
61	Voucher binder	piece	100		
62	White mailing envelope (Long)	box	5		
				SUBTOTAL (LOT 1)	
				TOTAL (LOT 1)	

Lot 1	P298,927.00
Lot 2	P103,590.00
Grand Total EPC:	P402,517.00

TERMS & CONDITIONS:

- All entries must be typewritten/printed in ink.
- Delivery period within 28 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 60 calendar days.
- PhilCEPS 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.

Source of fund:

MIADP-NCIP 1.3

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

 Name and Signature of Convoisor

 Printed Name/Signature of Company

 Tel. No. / CP No. / email address

 Date



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 # CF2402-1-024)

[Signature]
ENGR. RENE Q. MORALES
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Other supplies				
	Lot 2				
1	Aesecol Insect Spray	can	20		
2	Airfreshener	can	50		
3	Alcohol	gallon	95		
4	All purpose detergent powder	kg	30		
5	Broom	piece	10		
6	Detergent Powder, 475g/pack	pack	20		
7	Dish washing liquid, 500 ml	bottle	20		
8	Dish washing liquid, 500 ml, scented, anti-bacterial	bottle	10		
9	Disposable Mask	box	50		
10	Dust pan	piece	10		
11	Hand Sanitizer 500 ml	bottle	150		
12	Hand soap 500 ml	bottle	48		
13	Mosquito Spray 500 ml	bottle	35		
14	Tissue	roll	400		
15	Trash bag, medium	ream	5		
16	Trash bag, XL	ream	4		
17	Trash bin	piece	5		
18	Wet Tissue	pack	50		
TOTAL (LOT 2)					
					Lot 1 P298,927.00
					Lot 2 P103,590.00
Grand Total EPC:					P402,517.00

TERMS & CONDITIONS:

- All entries must be typewritten/printed in ink.
- Delivery period within 20 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 60 calendar days.
- PHICEPS 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 send authorized representative to sign contract and claim payments.

Source of fund

MIADP-NCIP 13

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

 Name and Signature of Contractor

 Printed Name/Signature of Company

 Tel. No. / CP No. / email address

 Date