



REQUEST FOR QUOTATION

Date: _____
 Quotation #: 2

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. (**MIADP-PR1124011**)

ENG. RENE B. MORALES
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
Procurement of Office Supplies					
1	Steno Notebook	piece	500		
2	Ballpen (Black, 0.5, smooth ink, 12 per box)	box	100		
3	Gel Pen, blue, .3, 12 pc/box	box	10		
4	Gel pen, black, 0.3, 12pc/ box	box	10		
5	Gel Pen, green, 0.3, 12 pc/box	box	2		
6	Bondpaper, subs. 20., Legal, 5 reams/box	box	20		
7	Certificate holder, A4., navy blue/green	piece	100		
8	Specialty paper, A4, light color	piece	50		
9	Specialty paper, Long, light color	pack	50		
10	Specialty paper, A4, cream	pack	50		
11	Specialty paper, Long, cream	pack	50		
12	Photopaper, satin, A4	pack	100		
13	Cartolina, Assorted color	piece	200		
14	Manila paper	piece	200		
15	Construction paper, assorted	pack	10		
16	Rubberstamp, Certified True copy 2.5 " x 1.5 "	piece	5		
<i>Page 1 of 2</i>					
GRAND TOTAL:					

EPC: **P72,542.00**
 Source of fund: **MIADP Component 3**

- Note:
- 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.
 - PhilEPS 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.

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

 Name and Signature of Convoasser

 Printed Name/Signature of Company

 Tel. No. / CP No. / email address

 Date



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Address _____

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(Signature)
ENGR. BENE O. MORALES
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
Procurement of Supplies					
17	Glue, 130g	piece	10		
18	Filing Drawer, Multi layer, 4 drawers	piece	5		
19	Battery, dry cell, AA	pack	5		
20	Clip backfold, 25mm	box	10		
21	Clip backfold, 32mm	box	10		
22	Note pad, stick on 3"x3"	pad	10		
23	Note pad, stick on 50mmx76mm (2"x3")	pad	10		
24	Notepad, stick on 76mm x76mm (3"x4")	pad	10		
25	Translucent marking sticky note "sign here"	set	50		
26	Fastener, plastic, 50 sets/box	box	10		
27	Envelope, expanding, kraft, 100/box	box	1		
28	Pentelpen, broad type, black	box	5		
29	Pentelpen, broad type, blue	box	5		
30	Whiteboard pen, broad, black	box	5		
31	Whiteboard pen, broad, blue	box	5		
32	Plastic envelope with handle, pushlock, Legal	piece	10		
33	Rubberband	box	2		
34	Corkboard 18"x24"	piece	5		
35	Ink for stamp pad, blue	piece	5		
36	Tape dispenser	Piece	5		
Delivery Site: DA Caraga Region, Capitol Site, Butuan City					
<i>page 2 of 2</i>					
GRAND TOTAL:					

Terms and condition:

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 Date