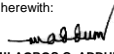




### REQUEST FOR QUOTATION

Name of Establishment: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Municipality: \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the general condition below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **28 December 2020** in the returned envelope attached herewith:

  
**MILAGROS C. ADDURU**

Chair, Regional Bids and Awards Committee

Qty.	UOM	ITEM AND DESCRIPTION	Approved Budget for the	Bid Amount	
			Contract	PER UNIT	TOTAL
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND CONSUMABLES OF 2020 CPH AND PHILSYS FOR THE PHILIPPINE STATISTICS AUTHORITY-PROVINCIAL STATISTICS OFFICE OF BATANES					
10	piece	Battery, AA, rechargeable	1,500.00		
1	piece	Battery Charger, AA, 8 slots	1,000.00		
40	ream	Bond paper, A4, 70gsm	11,000.00		
30	ream	Bond paper, short, 80gsm	7,950.00		
30	ream	Bond paper, 8.5x13, 70gsm	7,230.00		
20	ream	Bond paper, 8.5x14, 70gsm	4,280.00		
15	ream	Bond paper, A3, 70gsm	7,200.00		
10	unit	Calculator, 12 digits	3,800.00		
20	piece	Cellular Card, globe, 300	7,000.00		
15	piece	Cellular Card, smart, 300	5,250.00		
30	box	Clip, backfold, 32mm	1,620.00		
30	piece	Correction tape	900.00		
200	piece	Envelope, brown, long	1,000.00		
20	box	Fastener, 50's, plastic	700.00		
5	piece	Flag, Philippine, cloth	1,500.00		
50	piece	ID Lace	2,000.00		
20	piece	Mousepad, with arm rest	3,000.00		
20	pad	Notepad, stick-on, 3"x3"	600.00		
5	pack	Specialty Board, White, A4, 10/pack	500.00		
5	piece	Scissor, heavy duty	750.00		
4	piece	Tape dispenser	800.00		
30	piece	Sign pen, liquid gel, 0.5mm, black	2,850.00		
10	piece	Sign pen, liquid gel, 0.7mm, black	950.00		
5	piece	Stapler, with staple wire remover	1,500.00		
1	roll	Laminating Film, 9in x 50m, 250mic, (clear)	1,500.00		
1	box	White Envelope, w/o window, long	700.00		
20	piece	Sticker paper, glossy, A4	160.00		
10	box	Staple wire, standard	500.00		
15	piece	Record Book, 300 pages	1,575.00		
20	roll	Tape, Masking, 24mm	440.00		
15	roll	Tape, packaging, 48mm	600.00		
24	roll	Tape, Transparent	528.00		
2	piece	Eraser, whiteboard	110.00		
150	piece	Folder, long	900.00		
50	piece	Permanent Marker, black	2,250.00		
35	box	Paper Clid, 32mm, vinyl coated	700.00		
35	box	Paper Clid, 50mm, vinyl coated	875.00		
5	piece	Cutter Knife, heavy duty	750.00		
3	piece	Pencil Sharpener, heavy duty	900.00		
3	piece	Puncher, two holes	900.00		
100	piece	Ballpen, black, Ordinary	1,000.00		
20	roll	Tape, double adhesive	600.00		
3	pack	Photopaper, A4, 10/pack	300.00		
40	piece	Glue, 40g	1,200.00		
5	roll	Tape, mounting, double sided	250.00		
10	quire	Carbon, plastofoil	10,000.00		
			101,618.00		

**TOTAL** \_\_\_\_\_

- Note:
1. Delivery period is within 10 calendar days from receipt of the Notice to Proceed (NTP)
  2. Supplier must state and/or indicate the brand and warranty of each item/product (if applicable) being offered
  3. Prices and specifications for the bid should be valid for **60 days**
  4. No payment shall be made until full delivery of item/s is/are completed. A penalty of 1/10 of 1% of each day of delay in the delivery shall be imposed
  5. Prices inclusive of VAT

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

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel. No./Cellphone No.

\_\_\_\_\_  
Date

**ERLINDA B. CUSTODIO**  
Canvasser