



REQUEST FOR QUOTATION

Name of Establishment: _____
 Address: _____

Sir/Madam:

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 **14 November 2022** in the returned envelope attached herewith:

ENGR. GIRME M. BAYUQAN
 Chairman, Regional Bids and Awards Committee

Qty.	UOM	Item Description	Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
PROCUREMENT OF OFFICE SUPPLIES FOR 4TH QUARTER FOR THE PHILIPPINE STATISTICS AUTHORITY ISABELA					
100	pc	Notebook - 25 leaves	Php111,705.00		
100	pc	Pencil No. 2			
100	pc	Ballpen - Black			
30	ream	Book paper A4 S20			
30	ream	Book paper long S20			
5	pc	Cutter			
2	pc	Cutting Mat			
39	pad	Intermediate Paper			
89	pc	Ring Binder			
30	pc	Certificate holder A4 size			
20	pc	Led Bulb 18 watts			
10	box	Staplewire #25			
10	box	Paper Clip			
10	roll	Packing Tape			
10	roll	Scotch Tape			
10	roll	Double Tape			
5	pack	Battery AAA			
5	pack	Colored Paper			
5	pack	Photo Paper			
10	pack	Worx Paper A4			
10	bottle	Glue			
50	pc	Plastic Envelope Ordinary			
100	pc	Plastic Envelope Expanded			
150	pc	ID Lace			
12	ream	Ordinary Bond Paper-2nd Class			
3	pc	Toner 85A			
10	pc	Ink 003-Black			
15	pc	Ink 003-Colored			
10	pc	Ink 774			
10	set	Ink 664			
50	pc	Laminating Film			
4	box	Laminating Pouch 95 x 115			
4	box	Laminating Pouch 75 x 110			
4	box	Laminating Pouch 65 x 95			
TOTAL					

- Note:
1. Delivery period is within 15 calendar day from receipt of the Notice to Proceed (NTP)
 2. Supplier must state and/or indicate the brand and warranty of each item/product 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.

DENN C. AGUSTIN
 Canvasser

 Printed Name/Signature

 Tel. No./Cellphone No.

 Date