



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 **30 January 2023** in the returned envelope attached herewith:


ENGR. ROSE Q. PACAY

Chairman, Regional Bids and Awards Committee

Qty.	UOM		Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR 1st QUARTER OF 2023 FOR PHILIPPINE STATISTICS AUTHORITY - REGIONAL STATISTICAL SERVICES OFFICE II					
24	bot	ALCOHOL, 500ml	Php 203,728.00		
3	gal	ALCOHOL, 1 gallon			
50	pc	Archfile Folder, Red (Datafile Folder)			
120	pc	Ballpen, black			
10	pack	BATTERY, dry cell, AA, 2 pieces per blister pack			
10	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack			
10	tube	BLADE, for general purpose cutter / utility knife			
20	pack	Boardpaper long, 20's/pack beige			
4	pc	Calculator, two way power, 12 digits JF 120ms			
20	pc	Certificate Holder, plastic A4			
20	pc	Certificate Holder picture frame, short			
20	pc	Correction Tape			
10	box	CLIP, backfold, 19mm (3/4")			
10	box	CLIP, backfold, 25mm (1")			
10	box	CLIP, backfold, 32mm (1 1/4)			
10	box	CLIP, backfold, 50mm (2")			
10	pc	CUTTER/UTILITY KNIFE, for general purpose			
10	bot	Elmer's Glue, 130grams			
1	box	ENVELOPE, expanding, kraft, legal			
6	bot	EPSON Ink T6641- Black			
4	cart	HP Laserjet Toner Cartridge 416A, Black			
4	cart	HP Laserjet Toner Cartridge 416A, Cyan			
4	cart	HP Laserjet Toner Cartridge 416A, Magenta			
4	cart	HP Laserjet Toner Cartridge 416A, Yellow			
30	box	INDEX TAB			
10	bot	Insect Spray, 600ml			
10	pc	Liquid Hand Sanitizer, 500ml			
10	pc	Liquid Hand Soap 500ml			
5	pc	MOPHANDLE, heavy duty, screw type			
20	pc	NOTEBOOK, stenographer			
40	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream			
10	pc	SCISSORS, symmetrical or asymmetrical			
20	box	STAPLE WIRE, standard #35			
10	pc	STAPLE REMOVER, plier type			
24	pc	Signpen, liquid gel black			
10	cart	TONER CART, HP CE285A (HP85A), Black			
14	roll	TAPE, MASKING, width: 24mm (±1mm)			
34	roll	Transparent Tape 1" 24mm			
84	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled (12/pack)			
15	roll/pack	Trash bag, black big			
				TOTAL	

- Note:
1. Delivery period is within 30 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 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

PILAR Q. ADARME
 Canvasser