



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 **21 March 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 PSA ISABELA PROVINCIAL STATISTICAL OFFICE (PSO) | | | | |
| 60 | pc | Notebook, 25 leaves | | 30.00 |
| 100 | pc | Eraser | | 30.00 |
| 100 | pc | Pencil No. 2 | | 15.00 |
| 100 | pc | Ballpen, Black | | 6.00 |
| 100 | pc | Ballpen, Blue | | 6.00 |
| 30 | ream | Book paper, A4 S20 | | 220.00 |
| 20 | ream | Book paper, Long S20 | | 210.00 |
| 10 | pc | Paper cutter | | 60.00 |
| 2 | pc | Cutting mat | | 420.00 |
| 39 | pad | Intermediate paper | | 50.00 |
| 60 | pc | Certificate holder, A4 (size) | | 70.00 |
| 10 | box | Fastener, Plastic | | 50.00 |
| 10 | box | Staple Wire #25 | | 70.00 |
| 10 | box | Paper Clip | | 60.00 |
| 30 | pc | Clipboard | | 80.00 |
| 10 | roll | Scotch Tape No. 01 | | 80.00 |
| 10 | roll | Double Tape | | 50.00 |
| 50 | pack | Laminating Film A4 | | 90.00 |
| 5 | pc | Adaptor | | 100.00 |
| 10 | pack | Photo Paper | | 150.00 |
| 20 | pack | Worx Paper A4 | | 80.00 |
| 10 | pack | Sticker Paper | | 70.00 |
| 10 | pack | Linen Paper-Certificate | | 70.00 |
| 10 | pc | Stick Glue Large | | 75.00 |
| 30 | pc | Plastic Envelope, Ordinary | | 30.00 |
| 20 | pc | Cloth Bag | | 80.00 |
| 200 | pc | Folder, Expandable Long | | 18.00 |
| 500 | pc | Folder, Long | | 7.00 |
| 2 | pc | Sign Pen, MyGel | | 300.00 |
| 10 | rolls | Trash Bag, Big (size) | | 130.00 |
| 100 | pc | ID Case | | 50.00 |
| 100 | pc | ID Lace | | 30.00 |
| 12 | ream | Ordinary Bond Paper-2nd Class | | 215.00 |
| 2 | pc | Toner 85A | | 5,000.00 |
| 12 | pc | Ink 003-Black | | 300.00 |
| 12 | pc | Ink 003-Colored | | 320.00 |
| 5 | pc | Ink 774 Black | | 750.00 |
| 12 | pc | Ink 664 Black | | 350.00 |
| 10 | pc | Ruler | | 30.00 |
| 60 | rolls | Tissue Paper-3ply | | 35.00 |
| 2 | pc | Scotchbrite dishwashing sponge | | 60.00 |
| 2 | pc | Softbroom | | 190.00 |
| 50 | pc | Shoe Lace | | 6.00 |
| TOTAL | | | PHP 95,010.00 | |

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

DENN C. AGUSTIN
 Canvasser