



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 **07 April 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 THE SECOND QUARTER OF 2023 FOR PHILIPPINE STATISTICS AUTHORITY REGIONAL STATISTICAL SERVICES OFFICE II					
10	bot	Air Freshener	PHP 75,430.00		
20	pack	Boardpaper, Long, 8.5 x 133, pack of 10's			
60	pc	Ballpen, Black			
3	ream	Bondpaper, 8.5 x 14			
50	pc	Certificate Holder, Plastic A4			
20	box	Clip, Backfold, 19mm (3/4")			
20	pc	Correction Tape			
20	pc	Deodorant Cake			
1	box	Documentary Brown Envelope, Long			
1	box	Envelopee, expanding, kraft, legal			
10	bot	Epson Ink T6641 - Black			
100	pc	Folder, white, long			
100	pc	Green Expandable Folder, Long			
20	box	Index Tab			
5	pc	Mophead, made of rayon			
10	bpt	Muriatic Acid			
30	pc	Notebook, stenographer			
10	pad	Notepad, stick on, 50mm x 76mm (2" x 3") min			
10	box	Paper Clip, vinyl/plastic coated, 50mm			
60	ream	Paper, Multipurpose A4, 500 sheets per ream			
5	kilo	Rugs			
10	box	Staple Wire, standard #35			
24	pc	Sign Pen, Liquid Gel, Black			
11	cart	Toner Cart, HP CE285A (HP85A), Black			
20	roll/pack	Trash bag, black, big			
10	box	Fastener, plastic			
TOTAL					

TOTAL _____

- Note:
1. Delivery period is within 15 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