



**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 **26 January 2024** in the returned envelope attached herewith:

*(Signature)*  
**ENGR. ROSE Q. PACAY**  
Chairman, Regional Bids and Awards Committee

Qty.	UOM		Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
<b>PROCUREMENT OF 2024 CONSUMER EXPECTATIONS SURVEY (CES) SUPPLIES FOR PSA RSSO II</b>					
50	ream	<b>Bondpaper, A4, 80GSM</b>	<b>Php 81,395.00</b>		
24	pc	Ballpen, 0.5 finepoint (see attached specs)			
3	pack	Glossy Photo Sticker Paper, A4, (90 GSM), 20 sheets			
1	pc	Paper Cutter B5 Wood Base High Quality Cutter			
4	pc	Scotch Tape Holder			
1	pc	<b>Calculator (JF-120FM)</b>			
40	pc	Index Tab (Clear Tabblings)			
250	pc	Green Folder, Long			
20	ream	Bondpaper, 8.5 x 13			
5	ream	Bondpaper, 8.5 x 14			
20	ream	Bondpaper, 8.5 x 11			
5	pc	Storage Box, 120 Liters with Wheels, white			
4	pc	Flash Drive (64gb)			
20	pc	Signing Pen, Blue			
30	pc	Signing Pen, Black			
50	pc	Red File Folder, Long			
2	pc	Heavy Duty Stapler			
		Signing Pen Black, (Ink Refill)			
10	pack	Sticker Paper			
20	pc	File Box (1 compartment), good quality			
15	pc	File Box (2 compartment), good quality			
3	pc	Scissors (Heavy Duty)			
6	pc	12 Inch Ruler, Plastic			
1	pc	HDMI 3.0 Cable (10 meters)			
3	pc	USB to Audio Jack Sound Card Adapter with Headphone and Microphone			
10	pad	Sticky notes, 3 x 2 inches			
10	yards	Cloth, White, Gina Silk			
10	yards	Cloth, Red, Gina Silk			
10	yards	Cloth, Blue, Gina Silk			
10	yards	Cloth, Yellow, Gina Silk			
<b>TOTAL</b>					

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

- Note:
1. Delivery period is within 20 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.

**STANLEY GENER D. MACASPAC**  
Canvasser

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

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

\_\_\_\_\_  
Date