



**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 **01 December 2020** in the returned envelope attached herewith:

*Milagros C. Adduru*  
**MILAGROS C. ADDURU**

Chair, Regional Bids and Awards Committee

Qty.	UOM	ITEM AND DESCRIPTION	Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
<b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PHILSYS USE IN THE PHILIPPINE STATISTICS AUTHORITY-PROVINCIAL STATISTICS OFFICE OF CAGAYAN (MUNICIPALITY OF CLAVERIA)</b>					
8	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	<b>167,983.40</b>		
5	piece	CARTOLINA, red			
5	piece	CARTOLINA, orange			
5	piece	CARTOLINA, yellow			
5	piece	CARTOLINA, green			
20	piece	CARD BOARD			
20	piece	CORRECTION TAPE, film base type, UL 6m min			
8	box	CLIP, backfold, 19mm			
8	box	CLIP, backfold, 25mm			
16	box	CLIP, backfold, 32mm			
8	box	CLIP, backfold, 50mm			
4	piece	DATA FILE BOX			
4	piece	ERASER, plastic/rubber			
4	box	FASTENER, metal, non-sharp			
4	piece	FILE ORGANIZER, expanding, plastic, legal			
2	bundle	FOLDER, fancy, with slide, A4			
2	bundle	FOLDER, fancy, with slide, legal			
2	pack	FOLDER, L-type, A4			
2	pack	FOLDER, L-type, legal			
2	jar	GLUE, all purpose			
4	piece	MARKER, permanent, black			
4	piece	MARKER, permanent, blue			
4	piece	MARKER, permanent, red			
4	box	PAPER CLIP, vinyl/plastic coat, length: 33mm			
4	box	PAPER CLIP, vinyl/plastic coat, length: 50mm			
20	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm			
10	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm			
7	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm			
2	box	PENCIL			
4	piece	PUNCHER, paper, heavy duty, with two hole guide			
4	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
4	box	RUBBER BAND, 70mm min lay flat length (#18)			
4	piece	SCISSORS, symmetrical, blade length: 65mm min			
4	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min			
4	bottle	STAMP PAD INK, purple or violet			
4	piece	STAPLE REMOVER, PLIER-TYPE			
4	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min			
10	piece	STAPLE WIRE, STANDARD, (26/6)			
96	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
8	roll	TAPE, MASKING, 24mm			
8	roll	TAPE, PACKAGING, 48mm			
8	roll	TAPE, TRANSPARENT, 24mm			
16	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls			
4	piece	TONER, black			
4	piece	TONER, cyan			
4	piece	TONER, magenta			
4	piece	TONER, yellow			
10	piece	INK REFILL FOR REGISTRATION KIT PRINTER Description: Pigment INK, 774), Black			
8	bottle	BLEACH, 1 liter			
8	pack	DETERGENT POWDER, all purpose, 1kg			
16	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams			
4	bundle	RAGS, all cotton, 32 pieces per kilogram min			
4	roll	TRASHBAG, plastic, transparent			
11	piece	WASTE BIN Stainless Steel Round Push Waste Bin 8L Various sizes, shinny appearance, easy clean, suitable for office			
330	piece	MICROFIBER CLOTH			
8	piece	BLACK CLOTH • Black Oxford Fabric 60 width Price posted per yard 6			
165	pack	COTTON BALLS, Bigger Maxi Balls (100 per pack)			

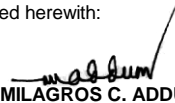


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**MILAGROS C. ADDURU**

Chair, Regional Bids and Awards Committee

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20	bottle	HAND LOTION, 80 ml Collagen is a protein produced by our cells that helps "hold" the skin together; Contains anti-aging Q10 moisturizing Vitamin E; Nourishing Shea Butter to help moisturize and soothe skin discomfort caused by dryness.			
4	piece	PLASTIC STORAGE BAG • with atleast 60-liter capacity; • with handle			
10	piece	WIPE-OUT • Wipe out is a gel like, creamy white, water emulsified compound. • Effective in removing dirt, stain and grease • No harmful ingredients			
88	piece	WET WIPES SHEETS: 80pcs + 20pcs free total of 100pcs Unscented Wipes contains the natural prooerties of aloe vera, lanolin, and vitamin E. It is natural, mild and effective cleansing. Paraben-free Hypo-allergenic Natural ingredients Resalable cover to prevent moisture loss Sheet size: 200mm x 100mm Thicker sheet, FDA Approved.			
<b>TOTAL</b>					

- Note:
1. Delivery period is within 10 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 (if applicable) 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.

  
**CONRADO A. DECENA**  
 Convasser

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

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

\_\_\_\_\_  
 Date