



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

Engr. GIRME M. BAYUCAN

Vice-Chair, Regional Bids and Awards Committee

| Qty. | UOM | ITEM AND DESCRIPTION | Approved Budget for the Contract | Bid Amount | |
|---|--------|---|----------------------------------|------------|-------|
| | | | | PER UNIT | TOTAL |
| SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PHILSYS USE IN THE PHILIPPINE STATISTICS AUTHORITY-PROVINCIAL STATISTICS OFFICE OF CAGAYAN (MUNICIPALITY OF PIAT) | | | | | |
| 4 | pack | BATTERY, dry cell, AAA, 2 pieces per blister pack | | | |
| 4 | piece | CARTOLINA, red | | | |
| 4 | piece | CARTOLINA, orange | | | |
| 4 | piece | CARTOLINA, yellow | | | |
| 4 | piece | CARTOLINA, green | | | |
| 16 | piece | CARD BOARD | | | |
| 10 | piece | CORRECTION TAPE, film base type, UL 6m min | | | |
| 4 | box | CLIP, backfold, 19mm | | | |
| 4 | box | CLIP, backfold, 25mm | | | |
| 8 | box | CLIP, backfold, 32mm | | | |
| 4 | box | CLIP, backfold, 50mm | | | |
| 2 | piece | DATA FILE BOX | | | |
| 2 | piece | ERASER, plastic/rubber | | | |
| 2 | box | FASTENER, metal, non-sharp | | | |
| 2 | piece | FILE ORGANIZER, expanding, plastic, legal | | | |
| 1 | bundle | FOLDER, fancy, with slide, A4 | | | |
| 1 | bundle | FOLDER, fancy, with slide, legal | | | |
| 1 | pack | FOLDER, L-type, A4 | | | |
| 1 | pack | FOLDER, L-type, legal | | | |
| 1 | jar | GLUE, all purpose | | | |
| 2 | piece | MARKER, permanent, black | | | |
| 2 | piece | MARKER, permanent, blue | | | |
| 2 | piece | MARKER, permanent, red | | | |
| 2 | box | PAPER CLIP, vinyl/plastic coat, length: 33mm | | | |
| 2 | box | PAPER CLIP, vinyl/plastic coat, length: 50mm | | | |
| 10 | ream | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | | | |
| 5 | ream | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | | | |
| 6 | ream | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | | | |
| 1 | box | PENCIL | | | |
| 2 | piece | PUNCHER, paper, heavy duty, with two hole guide | | | |
| 2 | book | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | | | |
| 2 | box | RUBBER BAND, 70mm min lay flat length (#18) | | | |
| 2 | piece | SCISSORS, symmetrical, blade length: 65mm min | | | |
| 2 | piece | STAMP PAD, FELT, bed dimension: 60mm x 100mm min | | | |
| 2 | bottle | STAMP PAD INK, purple or violet | | | |
| 2 | piece | STAPLE REMOVER, PLIER-TYPE | | | |
| 2 | piece | STAPLER, STANDARD TYPE, load cap: 200 staples min | | | |
| 5 | piece | STAPLE WIRE, STANDARD, (26/6) | | | |
| 48 | piece | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | | | |
| 4 | roll | TAPE, MASKING, 24mm | | | |
| 4 | roll | TAPE, PACKAGING, 48mm | 101,815.25 | | |
| 4 | roll | TAPE, TRANSPARENT, 24mm | | | |
| 8 | pack | TOILET TISSUE PAPER 2-plys sheets, 150 pulls | | | |
| 2 | piece | TONER, black | | | |
| 2 | piece | TONER, cyan | | | |
| 2 | piece | TONER, magenta | | | |
| 2 | piece | TONER, yellow | | | |
| 8 | piece | INK REFILL FOR REGISTRATION KIT PRINTER Description: Pigment INK, 774), Black | | | |
| 4 | bottle | BLEACH, 1 liter | | | |
| 4 | pack | DETERGENT POWDER, all purpose, 1kg | | | |
| 8 | can | DISINFECTANT SPRAY, aerosol type, 400-550 grams | | | |
| 2 | bundle | RAGS, all cotton, 32 pieces per kilogram min | | | |
| 2 | roll | TRASHBAG, plastic, transparent | | | |
| 7 | piece | WASTE BIN Stainless Steel Round Push Waste Bin 8L Various sizes, shinny appearance, easy clean, suitable for office | | | |
| 264 | piece | MICROFIBER CLOTH | | | |
| 4 | piece | BLACK CLOTH • Black Oxford Fabric 60 width Price posted per yard 6 | | | |
| 132 | pack | COTTON BALLS, Bigger Maxi Balls (100 per pack) | | | |



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| 16 | 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. | | | |
| 2 | piece | PLASTIC STORAGE BAG • with atleast 60-liter capacity; • with handle | | | |
| 8 | piece | WIPE-OUT • Wipe out is a gel like, creamy white, water emulsified compound. • Effective in removing dirt, stain and grease • No harmful ingredients | | | |
| 56 | 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. | | | |
| TOTAL | | | | | |

- 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