



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 SANTA TERESITA)					
4	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	89,872.41		
3	piece	CARTOLINA, red			
3	piece	CARTOLINA, orange			
3	piece	CARTOLINA, yellow			
3	piece	CARTOLINA, green			
12	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			
4	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			
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			
6	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			
6	piece	WASTE BIN Stainless Steel Round Push Waste Bin 8L Various sizes, shinny appearance, easy clean, suitable for office			
198	piece	MICROFIBER CLOTH			
4	piece	BLACK CLOTH • Black Oxford Fabric 60 width Price posted per yard 6			
99	pack	COTTON BALLS. Bigger Maxi Balls (100 per pack)			



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12	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			
6	piece	WIPE-OUT • Wipe out is a gel like, creamy white, water emulsified compound. • Effective in removing dirt, stain and grease • No harmful ingredients			
48	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.			

- 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
Canvasser

Printed Name/Signature

Tel. No./Cellphone No.

Date