



**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 **03 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
<b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PHILSYS USE IN THE PHILIPPINE STATISTICS AUTHORITY-PROVINCIAL STATISTICS OFFICE OF ISABELA (CITY OF SANTIAGO)</b>					
20	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack			
16	piece	CARTOLINA, red			
16	piece	CARTOLINA, orange			
16	piece	CARTOLINA, yellow			
16	piece	CARTOLINA, green			
20	piece	CARD BOARD			
50	piece	CORRECTION TAPE, film base type, UL 6m min			
20	box	CLIP, backfold, 19mm			
20	box	CLIP, backfold, 25mm			
40	box	CLIP, backfold, 32mm			
20	box	CLIP, backfold, 50mm			
10	piece	DATA FILE BOX			
10	piece	ERASER, plastic/rubber			
10	box	FASTENER, metal, non-sharp			
10	piece	FILE ORGANIZER, expanding, plastic, legal			
5	bundle	FOLDER, fancy, with slide, A4			
5	bundle	FOLDER, fancy, with slide, legal			
5	pack	FOLDER, L-type, A4			
5	pack	FOLDER, L-type, legal			
5	jar	GLUE, all purpose			
10	piece	MARKER, permanent, black			
10	piece	MARKER, permanent, blue			
10	piece	MARKER, permanent, red			
10	box	PAPER CLIP, vinyl/plastic coat, length: 33mm			
10	box	PAPER CLIP, vinyl/plastic coat, length: 50mm			
50	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm			
25	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm			
21	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm			
10	box	PENCIL			
10	piece	PUNCHER, paper, heavy duty, with two hole guide			
10	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
10	box	RUBBER BAND, 70mm min lay flat length (#18)			
10	piece	SCISSORS, symmetrical, blade length: 65mm min			
10	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min			
10	bottle	STAMP PAD INK, purple or violet			
10	piece	STAPLE REMOVER, PLIER-TYPE			
10	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min			
25	piece	STAPLE WIRE, STANDARD, (26/6)			
240	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
20	roll	TAPE, MASKING, 24mm			
20	roll	TAPE, PACKAGING, 48mm	460,347.42		
20	roll	TAPE, TRANSPARENT, 24mm			
40	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls			
10	piece	TONER, black			
10	piece	TONER, cyan			
10	piece	TONER, magenta			
10	piece	TONER, yellow			
32	piece	INK REFILL FOR REGISTRATION KIT PRINTER Description: Pigment INK, 774), Black			
20	bottle	BLEACH, 1 liter			
20	pack	DETERGENT POWDER, all purpose, 1kg			
40	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams			
10	bundle	RAGS, all cotton, 32 pieces per kilogram min			
10	roll	TRASHBAG, plastic, transparent			
31	piece	WASTE BIN Stainless Steel Round Push Waste Bin 8L Various sizes, shinny appearance, easy clean, suitable for office			
1,056	piece	MICROFIBER CLOTH			
20	piece	BLACK CLOTH • Black Oxford Fabric 60 width Price posted per yard 6			
528	pack	COTTON BALLS, Bigger Maxi Balls (100 per pack)			



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64	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.			
10	piece	PLASTIC STORAGE BAG • with atleast 60-liter capacity; • with handle			
32	piece	WIPE-OUT • Wipe out is a gel like, creamy white, water emulsified compound. • Effective in removing dirt, stain and grease • No harmful ingredients			
248	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.

  
**MARIVIC M. GARCIA**  
 Canvasser

\_\_\_\_\_  
 Printed Name/Signature  
 \_\_\_\_\_  
 Tel. No./Cellphone No.  
 \_\_\_\_\_  
 Date