



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 March 31, 2021 at Quirino Provincial Office, San Marcos, Cabarruguis, Quirino in the returned envelope attached herewith:

Milagros C. Adduru
MILAGROS C. ADDURU
Chair, Bids & Awards Committee

- Note:
1. Delivery period within 7 calendar days
 2. Warranty shall be for a period of six(6) months for supplies and materials, one(1) year for equipment, from the date of acceptance by the procuring entity.
 3. Price validity shall be for a period of 90 calendar days.

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ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT OF MEASURE	UNIT PRICE
	Office Supplies Consumables for Step 1 and Step 2 Registration, LGU -Based Registration			
	AAA Battery 2pc. (Spare for Thermal Scanner) 2 per month • Certified by industrial standard • No mercury and cadmium added • 5-8 lifetime storage • Voltage: 1.5 v. • Size: AAA	108	piece	
	Bond Paper for Transaction slip [Long Bond Paper] 2 per month • Basis Weight: 80gsm (+3%) • Size: Legal, 216mm x 330mm (+2mm in either direction) • Trim size shall be along machine direction or long grain. • Other physical property: • Brightness: 90% (min) • Opacity: 90% (min) • Stiffness (Gurley): 300 MD, UN.m (min) • Thickness: 0.09 mm(min) • Dirt Count: 15mm ² /m2 (max) • Intended application: for laser printer, standard office copier, lithographic printing / duplicating machine, etc.	108	ream	
	Bond Paper Office use [A4] 1 per month • Basis Weight: 80gsm (+3%) • Size: A4, 210mm x 297mm (+2mm in either direction) • Trim size shall be along machine direction or long grain. • Other physical property: • Brightness: 90% (min) • Opacity: 90% (min) • Stiffness (Gurley): 300 MD, UN.m (min) • Thickness: 0.09 mm(min) • Dirt Count: 15mm ² /m2 (max) • Intended application: for laser printer, standard office copier, lithographic printing / duplicating machine, etc.	54	ream	
	Bond Paper Office use [Long] 2 per month • Basis Weight: 80gsm (+3%) • Size: Legal, 216mm x 330mm (+2mm in either direction) • Trim size shall be along machine direction or long grain. • Other physical property: • Brightness: 90% (min) • Opacity: 90% (min) • Stiffness (Gurley): 300 MD, UN.m (min) • Thickness: 0.09 mm(min) • Dirt Count: 15mm ² /m2 (max) • Intended application: for laser printer, standard office copier, lithographic printing / duplicating machine, etc.	108	ream	
	Ball pen 2 per month • Ink Color: Black • Type: Liquid or gel • Tip: 0.5mm, needle type	18	piece	
	Paper Trimmer, Cutting Machine • Guillotine type cutting machine • Paper Capacity: 20-25 sheets of multi-purpose paper • Paper Size: B4(max) • Paper Length Ruler Size: 33cm • Paper Width Ruler Scale: 30cm • Ruler Scale: Centimeter • Base Paper Size Markings: B7, B6, A5, B5, A4, B4 • With guillotine arm tension/safety bolt • Includes securable blade guard	6	piece	

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT OF MEASURE	UNIT PRICE
	Scissors <ul style="list-style-type: none"> For office stationery and households use. Straight trimmer intended for cutting papers, plastics, cottons, rubber and other materials. Overall length: 160mm(min) Thickness of Cutting Blade: 1.70mm (min) Length of Metal Handle (measured from the center of the binding rivet screw to the tip of metal handle: 35mm(min) Construction /Quality 	12	piece	
	Stapler with Remover <ul style="list-style-type: none"> Loading Capacity: 200 staples (min) One-time Binding capacity of 2-20 sheets multipurpose paper (70gsm) Staple pusher shall be a metal piece and spring Construction /Structure Packing: Eight (8) pieces per pack, individual box. 	12	piece	
	Paper Clips <ul style="list-style-type: none"> Wire Diameter: 1.0mm(min) Length of Clip: 50mm (min) Total length of Wire Used: 155mm (min) Assorted Colors Shall pass the Performance Tests as follows: For size 50 clips, secure a file of 3 mm thickness sheets of paper by means of sample clips and retain in this position for 24 hours. 	12	box	
	Staple Wire <ul style="list-style-type: none"> 5,000 wires per box Made of Steel Wire coated with zinc, cooper or any equivalent anti-corrosion material Dimensions, in mm: Width (W): 12.70 + 0.15mm/-0.20mm Log Length (L): 6.00 +0.50mm/-0.20mm Thickness (D): 0.40 + 0.05mm Width (E): 0.50 +0.50mm Number of Wires per Strip: 100 (min) 	12	box	
	Stamp Pad <ul style="list-style-type: none"> Made of Metal, Plastic or combination of plastic and metal Metallic material shall be resistant to rust under normal usage Thickness of Metal: 0.20mm(min) Plastic material/component shall be resistant to impact and ink Absorbent material to be used is felt or its equivalent Thickness of Felt: 5mm(min) Stamp Bed size: Width: 60mm (min) Length: 100mm (min) 	12	piece	
	Stamp Pad Ink <ul style="list-style-type: none"> Volume (min): 50ml With applicator Shall conform with the required performance tests: Dry time Stability Test Resistance to water o Effect on rubber stamp Corrosion of stamp-pad container 	12	piece	
	Masking Tape 24mm 2 per month <ul style="list-style-type: none"> Width: 24mm (+1mm) Usable Length: 50 meters Adhesion Strength: 8. 5N/24mm width (min) Breaking Strength: 65N/24mm width (min) 	108	roll	
	Queueing Dispenser Refill <ul style="list-style-type: none"> 1 roll of 2 Digit Take A Number Tickets - 2000 tickets per roll Including delivery 	54	Unit	
	Record book , 300 pages 1 per month <ul style="list-style-type: none"> Basic weight 275gsm (27.50) Thickness: 0.007mm Size 205mm x 265mm Machine: numbered pages Material: Laminated chipboard Thickness: 1.5mm Size: 214mm x 278mm Top: 25mm Bottom: 8mm 	54	piece	
	Ink Refill for Reg Kit Printer, 2 per month (with existing 2 spare ink refill in Registration Kit) <ul style="list-style-type: none"> Description: Pigment INK, 774, Black 	108	bottle	
	Ink Refill for Office use Printer (Black) 1 per month per color <ul style="list-style-type: none"> Ink Black 	54	bottle	
	Ink Refill for Office use Printer (Cyan)	54	bottle	

ITEM NO.	ITEM AND DESCRIPTION	QTY.	UNIT OF MEASURE	UNIT PRICE
	• Ink Cyan			
	Ink Refill for Office use Printer (Magenta)	54	bottle	
	• Ink Magenta			
	Ink Refill for Office use Printer (Yellow)	54	bottle	
	• Ink Yellow			
	Puncher	12	piece	
	• Heavy duty • 30 sheets of 70gsm multipurpose paper • With two-hole guide • Diameter of hole: 7mm (approx.)			
	Fastener	12	box	
	• For paper			
	Correction Tape	30	piece	
	• Dispensing mechanism: Gear Type • Dispensing System: Single line tape • With mechanism for adjustment / rewinding • Tape • Type: Film based • Usable Length: 8 meters (min) • Width: 5mm (Umm) • Color: White opaque • Case equivalent • Size: Manufacturer's standard • Design: Manufacturer's standard • With protective cap			
	Rubber Band	12	box	
	• 350 grams (min) (net weight) • Thickness: 1.00mm (min) • Lay Flat Length: 70mm (min) • Tensile Strength: 9.81 MPa (min) • Elongation: 250% (min)			
	Black Cloth	24	piece	
	Black Oxford Fabric 60 width Price posted per yard 6 yards fits large pouch			

Note: - Price Inclusive of 6% VAT

Delivery Period: _____
 Warranty: _____
 Price Validity: _____

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name/Signature

 Tel. No./Cellphone No.

 Date

MARISON S. LOMBOY
 Canvasser