



## REQUEST FOR QUOTATION

QUANTITY	UNIT	ITEM/S AND SPECIFICATIONS	ABC/UNIT	UNIT COST	TOTAL COST
50	pc	Ballpen, black ink	15.00		
50	pc	Ballpen, blue ink	15.00		
50	pc	Ballpen, green ink	15.00		
40	ream	Bond paper short, 80gsm	175.00		
30	ream	Bond paper A4, multicopy	200.00		
15	box	Clip, backfold, 19mm, 12 pieces per box	50.00		
15	box	Clip, backfold, 25mm, 12 pieces per box	60.00		
20	pc	Correction tape, refill, 2"s/pack ( WHIPER MR 5)	100.00		
40	box	Data File Box, made with chipboard, with closed ends	150.00		
2	box	Envelope, Documentary, for A4 size document, 500 pieces per box	550.00		
2	box	Envelope, Documentary, for Legal size document, 500 pieces per box	900.00		
2	box	Envelope, Mailing, with window, 500 pieces per box	350.00		
500	pc	Folder, long, ordinary white	4.00		
50	pc	Folder, long, expanded, red	15.00		
50	pc	Folder, long, expanded, green	15.00		
50	pc	Folder, long, expanded, orange	15.00		
30	pc	ID Card maker, A4	30.00		
20	box	Paper Clip, gem type, 48mm, 100pieces per box	17.00		
10	pc	Paste with spreader 200 gms	40.00		
5	pc	Record Book, 500 pages	100.00		
10	bundle	Ring Binder, plastic, 32mm, 10 pieces per bundle	350.00		
10	pc	Ruler, plastic, 450mm	30.00		
10	pair	Scissors, heavy duty	250.00		
50	pc	Sign Pen, black ink	55.00		
50	pc	Sign Pen, red ink	55.00		
15	pack	Special Paper, long, 200gsm, colored, 10's/pack	60.00		
10	box	Staple Wire #35	35.00		
10	pack	Sticky Notes 3"x3"	80.00		
10	pack	Sticky Notes 1"x3"	50.00		
20	roll	Tape, double-sided, 1"x24 yards	35.00		
20	roll	Tape, transparent, 1"x24 yards	50.00		

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

**Printed Name of Authorized Representative and Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_ **TIN:** \_\_\_\_\_ **VAT:** \_\_\_\_\_ **NON-VAT:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_ **Tel No.:** \_\_\_\_\_

**Cellular Phone No.:** \_\_\_\_\_