



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

*Milagros C. Adduru*

**MILAGROS C. ADDURU**

Chairman, 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 THE PHILIPPINE STATISTICS AUTHORITY REGIONAL STATISTICAL SERVICES OFFICE II (PSA-RSSO II)</b>					
20	pack	Battery AAA (pack of 2)	<b>PhP116,000.00</b>		
20	ream	Bondpaper A4			
20	ream	Bondpaper Long 8.5" x 13"			
5	pack	Tissue 12's			
20	cart	HP Printcart 85A			
20	pc	HP Ink 678 Black			
20	box	Paperclip 32/33mm			
20	box	Paperclip Jumbo 48mm			
20	bot	Insect Spray 600ml			
10	bot	Air Freshener			

**TOTAL** \_\_\_\_\_

- Note:
1. Delivery period is within five 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 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.

\_\_\_\_\_  
 Printed Name/Signature

\_\_\_\_\_  
 Tel. No./Cellphone No.

\_\_\_\_\_  
 Date

**PILAR Q. ADARME**  
 Canvasser