

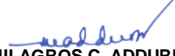


**REQUEST FOR QUOTATION**

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 **20 October 2021** in the returned envelope attached herewith:

  
**MILAGROS C. ADDURU**  
 Chairman, Regional Bids and Awards Committee

Qty.	UOM		Approved Budget for the Contract	Bid Amount		
				PER UNIT	TOTAL	
<b>SUPPLY AND DELIVERY OF REGULAR OFFICE SUPPLIES (4TH QUARTER 2021) FOR THE PHILIPPINE STATISTICS AUTHORITY REGIONAL-STATISTICAL SERVICES OFFICE 02 (PSA-RSSO II)</b>						
30	bot	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	PhP173,545.00			
20	gal	ALCOHOL, ethyl, 68%-72%, 1 Gallon				
20	bot	Air Freshener				
30	pc	Germicidal Soap (90grams)				
20	pack	BATTERY, dry cell, AA, 2 pieces per blister pack				
20	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack				
30	box	CLIP, backfold, 19mm				
10	box	CLIP, backfold, 25mm				
10	box	CLIP, backfold, 32mm				
10	box	CLIP, backfold, 50mm				
10	pc	CUTTER/UTILITY KNIFE, for general purpose				
10	box	Cutter Blade, for regular size cutter				
20	pack	DETERGENT POWDER, all-purpose, 1kg				
20	bot	DISINFECTANT SPRAY, 510 grams				
20	bot	DISINFECTANT SPRAY, 150 grams				
30	bot	Dishwashing Liquid				
20	pc	Dishwashing Foam				
1	box	ENVELOPE, DOCUMENTARY, for legal size document				
1	box	ENVELOPE, expanding, kraft, legal				
3	box	ENVELOPE, mailing				
300	pc	Folder, white, A4				
300	pc	Folder, white legal				
300	pc	Green Folder, long				
20	bot	Glue, School glue 118ml				
30	box	INDEX TAB, self-adhesive, transparen				
15	cart	INK CART, HP CZ107AA, (HP678), Black				
10	cart	INK CART, HP CZ108AA, (HP678), Tricolor				
36	pc	Signpen, liquid gel black .5mm				
60	pc	Ballpen, black				
15	cart	TONER CART, HP CE285A (HP85A), Black				
2	cart	Canon Toner Cart 103/303/703				
50	ream	PAPER, MULTICOPY, A4, 80 gsm				
20	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (8.5x13)				
20	ream	PAPER, MULTICOPY, 80gsm 8.5x11 letter size				
20	roll	TAPE, MASKING, width: 24mm (±1mm)				
20	roll	TAPE, PACKAGING, width: 48mm (±1mm)				
50	roll	Transparent Tape 1" 24mm				
20	roll	Tape, Double Adhesive 1"				
24	pc	MARKER, permanent, broad BLACK				
12	pc	MARKER, permanent, broad BLUE				
24	pc	Wyteboard Marker, black				
10	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min				
20	pc	RECORD BOOK, 500 pages				
3	box	RUBBER BAND, No. 18				
15	pc	STAPLER, standard type				
20	pack	Photopaper Sticker, letter size (20's)				
10	pc	SCISSORS, symmetrical / assymetrical				
20	bot	CLEANER, toilet and urinal (liquid)				
20	can	CLEANSER, scouring powder				
30	box	PAPER CLIP, vinyl/plastic coated, 33mm				
30	box	PAPER CLIP, vinyl/plastic coated, 50mm				
100	pc	NOTEBOOK, stenographer				
5	roll	TWINE, plastic				
4	gal	Anti Fog Solution				
4	gal	Disinfectant Spray Solution				
				<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 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