



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 **23 July 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	
SUPPLY AND DELIVERY OF REGULAR SUPPLIES FOR 3RD QUARTER 2021 FOR THE PHILIPPINE STATISTICS AUTHORITY-REGIONAL STATISTICAL SERVICES OFFICE 02 (PSA-RSSO II)					
10	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	PhP98,610.00		
10	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack			
20	roll	TAPE, TRANSPARENT, width : 24mm (=1mm)			
9	bot	INK CART, EPSON C13T664100 (T6641), Black			
3	bot	INK CART, EPSON C13T664200 (T6642), Cyan			
6	bot	INK CART, EPSON C13T664300 (T6643), Magenta			
4	bot	INK CART, EPSON C13T664400 (T6644), Yellow			
12	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm			
12	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			
60	pc	Ballpen, Black			
13	bot	EPSON Ink 003 Black			
2	bot	EPSON Ink 003 Cyan			
2	bot	EPSON Ink 003 Yellow			
2	bot	EPSON Ink 003 Magenta			
2	cart	Toner Cartridge, HP CF217A (HP17A), Black, Laser Jet			
2	cart	Canon Toner Cart 103/303/703			
5	cart	INK CART, HP CZ108AA, (HP678), Tricolor			
5	cart	INK CART, HP CZ107AA, (HP678), Black			
30	pc	CORRECTION TAPE, film base type, UL			
30	box	INDEX TAB, self-adhesive, transparent			
100	pc	Shoelace round type			
20	bot	Diswashing Liquid			
10	bot	Disinfectant Spray 150grams			
10	bot	Muriatic Acid			
10	pack	Detergent Powder 1kg			
10	box	Push Pin			
10	roll	Plastic Twine			
10	pack	Garbage Bag Black, BIG			
10	cart	HP Printcart 85A			
20	pc	Record Book 500pages			
5	box	Rubber Band			
5	pc	Puncher			

TOTAL _____

- 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 improved
 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