



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 **25 March 2022** in the returned envelope attached herewith:

ENGR. GIRM M. BAYUCAN
 Chairman, Regional Bids and Awards Committee

Qty.	UOM	ITEM AND DESCRIPTION	Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PHILSYS FOR THE PHILIPPINE STATISTICS AUTHORITY-PROVINCIAL STATISTICS OFFICE OF CAGAYAN					
240	ream	Paper, multicopy, 80gsm, size: 210 mm x 297 mm	PhP134,230.00		
240	ream	Pondpaper, multicopy, 80gsm, size: 216 mm x 330 mm			
60	pc	Sign Pen, black, liquid/gel ink, 0.5 mm needle tip			
4	box	Ballpen, regular, 0.5 mm needle tip			
180	pack	Toilet Tissue Paper, 2-plys sheets, 150 pulls			
138	pc	Correctional Tape			
				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 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

CONDRADO A. DECENA
 Canvasser