



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 **08 April 2022** in the returned envelope attached herewith:

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

Qty.	UOM		Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND CONSUMABLES (2nd QUARTER 2022) FOR THE PHILIPPINE STATISTICS AUTHORITY - REGIONAL STATISTICAL SERVICES OFFICE 02					
20	pc	Correction Tape	Php91,150.00		
10	pc	Germicidal Soap (90 grams)			
10	pc	Handsoap Liquid with pump			
15	pack	Battery, dry cell, AA, 2 pieces per blister pack			
25	pack	Battery, dry cell, AAA, 2 pieces per blister pack			
12	pack	Detergent Powder, all-purpose, 1kg			
20	bot	Diswashing Liquid, 250ml			
20	bot	Epson Ink T6641 - Black			
24	pc	Signpen, liquid gel, black .7mm			
200	pc	Ballpen, black			
200	pc	Ballpen, blue			
10	cart	Toner Cart, HP CE285A (HP85A), black			
60	ream	Paper, Multicopy, A4, 80gsm			
20	ream	Paper, Multicopy, 216mm x 330mm (8.5x13) 80gsm			
20	ream	Paper, Multicopy, LETTER, 80gsm			
30	pack	Photopaper, sticker, A4 (20's)			
100	pc	Notebook, stenographer			
240	pc	Shoelace, round type, 12 inches			
100	pc	Rugs			
50	pc	Certificate Holder, plastic, short			
100	pc	RJ 45			
10	pc	Soft Broom (tambo)			
10	pc	Hard Broom (tingting)			
10	roll	Trashbag, big, 940mm x 1016mm			

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

PILAR Q. ADARME
 Canvasser