



## REQUEST FOR QUOTATION

QUANTITY	UNIT OF ISSUE	ITEM DESCRIPTION	UNIT COST	TOTAL COST
16	pc	Notebook 40Lvs. ( <i>good quality</i> )		
16	pc	Ballpen -black ( <i>good Quality</i> )		
16	pc	Pencil ( <i>good quality</i> )		
16	pc	Correction tape ( <i>good quality</i> )		
16	pc	Highlighter- yellow ( <i>good quality</i> )		
16	pc	Expanded Envelope ( <i>Long</i> )		
4	bottle	Ink Refill ( <i>Epson L220 Printer</i> )		
5	ream	Bondpaper ( <i>A4 Subs. 20</i> )		
4	ream	Bondpaper ( <i>Long Subs. 20</i> )		
15	set	ID card maker		
4	pack	Special Paper ( <i>long size</i> )		
4	pack	Photo Paper ( <i>A4 size</i> )		
10	box	Binder Clip- back fold ( <i>25mm</i> )		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

**Printed Name of Authorized Representative and Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_ **TIN:** \_\_\_\_\_ **VAT:** \_\_\_\_\_ **NON-VAT:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Cellular Phone No.:** \_\_\_\_\_