



REQUEST FOR QUOTATION

QUANTITY	UNIT	ITEM/S AND SPECIFICATIONS	UNIT COST	TOTAL COST
50	pc	Ballpen, black ink		
50	pc	Ballpen, blue ink		
50	pc	Ballpen, green ink		
40	ream	Bond paper short, 80gsm		
30	ream	Bond paper A4, multicopy		
15	box	Clip, backfold, 19mm, 12 pieces per box		
15	box	Clip, backfold, 25mm, 12 pieces per box		
20	pc	Correction tape, refill, 2's/pack (WHIPER MR 5)		
40	box	Data File Box, made with chipboard, with closed ends		
2	box	Envelope, Documentary, for A4 size document, 500 pieces per box		
2	box	Envelope, Documentary, for Legal size document, 500 pieces per box		
2	box	Envelope, Mailing, with window, 500 pieces per box		
500	pc	Folder, long, ordinary white		
50	pc	Folder, long, expanded, red		
50	pc	Folder, long, expanded, green		
50	pc	Folder, long, expanded, orange		
30	pc	ID Card maker, A4		
20	box	Paper Clip, gem type, 48mm, 100pieces per box		
10	pc	Paste with spreader 200 gms		
5	pc	Record Book, 500 pages		
10	bundle	Ring Binder, plastic, 32mm, 10 pieces per bundle		
10	pc	Ruler, plastic, 450mm		
10	pair	Scissors, heavy duty		
50	pc	Sign Pen, black ink		
50	pc	Sign Pen, red ink		
15	pack	Special Paper, long, 200gsm, colored, 10's/pack		
10	box	Staple Wire #35		
10	pack	Sticky Notes 3"x3"		
10	pack	Sticky Notes 1"x3"		
20	roll	Tape, double-sided, 1"x24 yards		
20	roll	Tape, transparent, 1"x24 yards		

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.: _____ **Tel No.:** _____

Cellular Phone No.: _____