



**REQUEST FOR QUOTATION**

QUANTITY	UNIT OF ISSUE	ITEM DESCRIPTION	UNIT COST	TOTAL COST
5	bottle	Alcohol, 70%, ethyl, 500ml		
25	pc	Ballpen, black ink		
5	pack	Battery, size AA, alkaline, 2 pieces per blister pack		
5	pack	Battery, size AAA, alkaline, 2 pieces per blister pack		
20	ream	Bondpaper A4, multicopy		
10	ream	Bondpaper, short, 80gsm		
10	pc	Correction Tape, 6 meters(min), 1 piece in individual plastic		
2	pc	Doormat		
3	box	Fastener, plastic		
3	pc	Feather Duster		
10	piece	Folder, expandable, long, assorted color		
50	pc	Folder, ordinary, long, white/kraft		
5	bottle	Glass Cleaner, liquid, 500ml		
10	pic	Highlighter, assorted color		
50	pc	ID Card maker, A4		
10	pad	Note Pad, stick-on, (3"x3"), 100 sheets per pad		
2	case	Push Pin		
5	pc	Paste with spreader 200 gms		
5	pair	Scissors, heavy duty		
25	pc	Sign Pen, black ink		
10	pack	Special Paper, long, 200gsm, colored, 10's/pack		
1	pc	Stapler, heavy duty, 80 sheets stapling capacity		
5	pack	Sticker paper, non-glossy, long		
10	roll	Tape, double-sided, 1"x24 yards		
5	pack	Trashbag/garbage bag, small, 10's/roll		
10	pack	Trashbag, plastic, black jumbo, 10pcs/pack/roll		

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.:** \_\_\_\_\_