



PR No.:

2023-02-0017

REQUEST FOR QUOTATION

Sir / Madam

Please quote your lowest price for the following items enumerated below, taking into consideration to the following:

TERMS AND CONDITIONS

1. The Approved Budget for the purchase is **PH 150,000.00**
2. Price Quotation should be inclusive of the 5% Final VAT and expanded withholding tax (EWT) of 1%.
3. Price Quotation shall be valid within thirty calendar days from the deadline of the RFQ.
4. Delivery period is within fifteen (15) calendar days from the receipt of the Purchase Order
5. If awarded the contract, processing and payment shall be made after the complete delivery of the services/supplies and final acceptance.
6. Refusal to accept an award maybe ground for the imposition of administrative sanctions under Rule XXII of the Revised IRR of RA 9184
7. FOB-DESTINATION
8. The procuring entity may terminate the contract, in whole or in part, at any time for unsatisfactory service.

ITEM NO.	ITEM AND DESCRIPTION/ SPECIFICATIONS	QNTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	BROWN ENVELOPE (LONG)	3	BOXES		
2	BROWN ENVELOPE (SHORT)	3	BOXES		
3	FOLDER LONG	3	BOXES		
4	FOLDER LONG	3	BOXES		
5	MAILING ENVELOPE (LONG)	5	BOXES		
6	BROTHER INK - DCP-T710W -D60BK	15	BTLE		
7	BROTHER INK - DCP-T710W YELLOW	15	BTLE		
8	BROTHER INK - DCP-T710W MAGENTA	15	BTLE		
9	BROTHER INK - DCP-T710W CYAN	15	BTLE		
10	BROTHER INK - BTD6000 BK	15	BTLE		
11	BROTHER INK - BT5000 YELLOW	15	BTLE		
12	BROTHER INK - BT5000 MAGENTA	15	BTLE		
13	BROTHER INK - BT5000 CYAN	15	BTLE		
14	BOX FILER	50	PCS		
15	INK EPSON BLACK L5190	15	BTLE		
16	INK EPSON YELLOW L5190	15	BTLE		
17	INK EPSON CYAN L5190	15	BTLE		
18	INK ESPSON MAGENTA L5190	15	BTLE		
19	INK EPSON BLACK D03	15	BTLE		
20	INK EPSON YELLOW D03	15	BTLE		
21	INK EPSON CYAN D03	15	BTLE		
22	INK ESPSON MAGENTA D03	15	BTLE		
23	TOILET DEODORIZER ALBATROS	15	PCS		
24	TORNADO MOP	5	PCS		
25	DISINFECTANT POWDER	12	PCS		
26	FOOT RAG (LARGE)	5	PCS		
27	CHLORINE	12	PCS		
28	TOILET CLEANER BRUSH	5	PCS		
29	AIR FRESHENER SPRAY	12	BTLE		
30	FABRIC CONDITIONER	12	BTLE		
31	MURIATIC	12	BTLE		
32	ALBATROS	12	PCS		
33	TOILET CLEANER	12	BTLE		
34	INSECT SPRAY	12	BTLE		
35	PLASTIC ENVELOPE-LONG	100	PCS		
36	EXPANDED ENVELOPE-LONG	100	PCS		
37	PLASTIC EXPANDED ENVELOPE-LONG	100	PCS		
38	PLASTIC BINDER-LONG	5	PCS		
39	CORRECTION TAPE	20	PCS		
40	BALLPEN (BLUE)	5	BOXES		
41	BALL PEN (BLACK)	5	BOXES		
42	BALL PEN (RED)	5	BOXES		
43	SIGN PEN BLACK	5	BOXES		
44	SIGN PEN BLUE	5	BOXES		
45	SLIDING FOLDER LONG	20	DOZEN		



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ITEM NO.	ITEM AND DESCRIPTION/ SPECIFICATIONS	QNTY	UNIT	UNIT PRICE	TOTAL AMOUNT
46	SCOTCH TAPE (BIG)	5	DOZEN		
47	PACKING TAPE 1"	5	DOZEN		
48	MASKING TAPE	5	DOZEN		
49	STAPLE WIRE (No. 65)	20	BOXES		
50	PRINTER UNIVERSAL INK - BLACK (1000ML)	15	BTLE		
51	PRINTER UNIVERSAL INK - YELLOW (1000ML)	15	BTLE		
52	PRINTER UNIVERSAL INK - MAGENTA (1000ML)	15	BTLE		
53	PRINTER UNIVERSAL INK - CYAN (1000ML)	15	BTLE		
54	GLUE	10	PCS		
55	PAPER FASTENER (PLASTIC)	20	BOXES		
56	BINDER CLIPS 52mm	15	BOXES		
57	BINDER CLIPS 53mm	15	BOXES		
58	TECHNICAL PEN (.4)	6	PCS		
59	TECHNICAL PEN (.8)	6	PCS		
60	STAEDTLER INK	5	PCS		
61	SCIENTIFIC CALCULATOR	2	PCS		
*****		Total Amount			

DATE: _____

I have read and understood the TERMS AND CONDITIONS stated above.

By signing this quote, I hereby agree and bind myself to the TERMS & CONDITIONS.

Signature Over Printed Name: _____

Position in firm: _____

Business Address: _____

Telephone No.: _____

JELMA L. UYKIENG

Canvasser

catbpenro@yahoo.com