



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 100,000.00**
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	Sign pen, Black Liquid or gel	120	PIECE		
2	Sign pen, Blue Liquid	120	PIECE		
3	RECHARGEABLE BATTERY AA	20	PACK/2 PIECES		
4	RECHARGEABLE BATTERY AAA	15	PACK/2 PIECES		
5	BROOM, Soft(walis Tambo)	6	PIECE		
6	BROOM,Stick(Walis Ting-ting)	6	PIECE		
7	CLEANER Toilet Bowl Cleaner	12	BOTTLE		
8	DUSTPAN, rigid non-breable plastic	6	PIECE		
9	RAGS	12	PIECE		
10	TRASHBAG, Black, L, 10 pcs per roll/pack/100	6	PACK		
11	INK, for stamping pad, 50ml	5	BOTTLE		
13	PHILIPPINE NATIONAL FLAG	2	PIECE		
14	STAPLE WIRE, Standard	15	BOX		
15	TAPE, masking 24mm	12	ROLL		
16	TAPE Transparent 24mm	12	ROLL		
18	CLIP, backfold 19mm	10	BOX		
19	CLIP,backfold 25mm	10	BOX		
20	CLIP, backfold, 32mm	15	BOX		
21	CLIP, backfold, 50mm	15	BOX		
22	CORRECTION TAPE	48	PIECE		
23	ENVELOPE, Plastic , Long	250	PIECE		
24	ENVELOPE ,Mailing 500 piece	2	BOX		
25	FASTENER, metal, non-sharp edges	5	BOX		
26	FOLDER PAPER, A4, 100 pieces per pack	200	PIECE		
27	FOLDER PAPER, Legal,100 pieces per pack	2,000	PIECE		
28	MARKER, Flourescent, 3 colors, per set	10	SET		
29	MARKER Permanent, Black	12	PIECE		
31	MARKER, Permanent, Red	12	PIECE		
33	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	12	BOX		
34	PENCIL, with eraser one (1) dozzeb per box	6	BOX		
35	RUBBER BAND No. 18, 350g	3	BOX		
36	STAMP PAD, felt	5	PIECE		
37	STAPLE REMOVER, plier type	12	PIECE		
38	NOTE PAD, stick on, 2"x3", 100 sheets per pad	12	PAD		
39	NOTE PAD, stick on, 3"x 4", 100 sheets per pad	12	PAD		
40	NOTE PAD, stick on , 3"x3", 100 sheets per pad	12	PAD		
41	PAPER, MULTICOPY, A4, 500 per ream	150	REAM		
43	RECORD BOOK, 300 pages	6	BOOK		
44	TOILET TISSUE PAPER, 2 ply, 12 rolls l pack	150	ROLL		
45	YELLOW PAPER	12	PAD		



PR No.:

2023-01-0013-A

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ITEM NO.	ITEM AND DESCRIPTION/ SPECIFICATIONS	QNTY	UNIT	UNIT PRICE	TOTAL AMOUNT
46	PHOTO PAPER	12	PACK		
47	BALLPEN-BLACK	200	PIECE		
48	PENTEL PEN INK-BLACK	12	BOTTLE		
49	PENTEL PEN INK-BLUE	12	BOTTLE		
50	EPSON INK-003 BLACK	5	PIECE		
51	EPSON INK-003 YELLOW	5	PIECE		
52	EPSON INK-003 CYAN	5	PIECE		
53	EPSON INK-003 MAGENTA	5	PIECE		
54	BROTHER INK-DCP-T720W-D60BK	30	PIECE		
55	BROTHER INK-DCP-T720W-YELLOW	15	PIECE		
56	BROTHER INK-DCP-T720W MAGENTA	15	PIECE		
57	BROTHER INK-DCP-T720W CYAN	15	PIECE		
58	HEDGE SHEAR/CUTTER	2	PIECE		
*****		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.: _____

JOEY S. DELMO
 Canvasser
 cenrostarita@gmail.com