



PR No.:

**2022-02-0063**

**REQUEST FOR QUOTATION**

Opening Date: 04/07/2022  
 Closing Date: 04/11/2022, 10:00 AM

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 **Php 140,000.00**
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.
9. All quotations must be sent to the procuring entity not later than the closing date indicated above.

ITEM NO.	ITEM AND DESCRIPTION/ SPECIFICATIONS	QNTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	BOND (LEGAL)	75	REAMS		
3	YELLOW PAPER	10	PACK		
4	PHOTO PAPER	10	PACK		
5	SIGN PEN BLACK	200	PCS		
6	SIGN PEN BLUE	36	PCS		
7	PEN (BLACK)	150	PCS		
8	PENCIL	12	PCS		
9	CORRECTION TAPE	100	PCS		
11	PACKING TAPE 1"	12	PCS		
12	DOUBLE SIDED TAPE	24	PCS		
13	PENTEL PEN (BLACK)	12	PCS		
14	FOLDER-PAPER (LONG)	1,000	PCS		
15	ENVELOPE-PLASTIC (LONG)	500	PCS		
16	#35 STAPLE WIRE	12	BOX		
17	STAPLE WIRE BIG HEAVY DUTY	12	BOX		
18	TISSUE PAPER	200	ROLL		
19	AIR FRESHENER	12	CAN		
20	TOILET BOWL CLEANER	24	ROLL		
21	MURIATIC ACID	6	CAN		
22	RECORD BOOK 300 PAGES	12	BOT		
23	RECHARGEABLE BATTERY AA	24	GALLON		
24	RECHARGEABLE BATTERY AAA	24	BOOK		
25	MARKER INK BLACK	5	PACK/2 PCS		
26	MARKER INK BLUE	5	PACK/2PCS		
27	EPSON 003 BLACK	5	BOX		
28	INK EPSON 003 YELLOW	5	BOX		
29	INK EPSON 003 CYAN	5	PCS		
30	INK ESPSON 003 MAGENTA	5	PCS		
31	BROTHER INK - DCP-T720W -D60BK	30	PCS		
32	BROTHER INK - DCP-T720W YELLOW	15	PCS		
33	BROTHER INK - DCP-T720W MAGENTA	15	PCS		
34	BROTHER INK - DCP-T720W CYAN	15	PCS		
35	SCISSORS	12	PCS		
36	CUTTER KNIFE/CUTTER BLADE	6	PCS		
37	ASSORTED CARTOLINA	100	PCS		
38	MANILA PAPER	50	PCS		
39	Twine, Plastic, one (1) kilo per roll	3	PCS		
40	PHILLIPINE FLAG	1	PCS		
41	BOX FILER	100	BOX		
	*****	<b>Total Amount</b>			

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

**ADELAIDA Q. ABENIR**  
 Chief Management Services Division

**JOEY S. DELMO**  
 Canvasser  
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