



PR No.:

**2022-03-0107**

**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 200,000.00**
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	INK EPSON 003 BLACK	20	PCS		
2	INK EPSON 003 YELLOW	15	PCS		
3	INK EPSON 003 CYAN	15	PCS		
4	INK EPSON 003 MAGENTA	15	PCS		
5	BROTHER INK- DCP-T720DW-BTD60	20	PCS		
6	BROTHER INK- DCP-T720DW-BT5000 MAGENTA	15	PCS		
7	BROTHER INK- DCP-T720DW-BT5000 CYAN	15	PCS		
8	BROTHER INK- DCP-T720DW-BT5000 YELLOW	15	PCS		
9	BOX FILLER	20	PCS		
10	SCISSORS (HEAVY)	10	PCS		
11	CUTTER	5	PCS		
12	PUNCHER	3	PCS		
13	FILE ORGANIZER (3LAYERS)	3	PCS		
14	LIGHT BULB (10WATTS ABOVE)	12	PCS		
15	STICKY NOTE 3X5	10	PCS		
16	HARDRIVE 1TB	5	PCS		
17	USB 64GB	10	PCS		
18	ANTIVIRUS	2	PCS		
19	DISHWASHING LIQUID	10	PCS		
20	STAPLER W/ REMOVER/HEAVY	5	UNIT		
21	TISSUE PAPER	12	ROLL		
22	AIR FRESHENER	20	CAN		
23	TOILET DEODORIZER (ALBATROSS)	50	BOX		
24	METAL BINDER (1 1/4)	24	BOX		
25	METAL BINDER (1/2)	12	BOX		
26	METAL BINDER (1")	12	BOX		
27	PAPER FASTENER (PLASTIC)	10	BOX		
29	MASK	20	BOX		
30	BATTERY (9VOLTS)	12	PCS		
31	GLUE	10	PCS		
32	BOND PAPER (LEGAL)	150	REAMS		
34	PHOTO PAPER	10	PACK		
35	STICKER PAPER (A4)	10	PACK		
36	SIGN PEN BLACK	70	PCS		
37	BALLPEN (BLACK)	100	PCS		
38	PENCIL	10	BOX		
39	CORRECTION TAPE	20	PCS		
40	SCOTCH TAPE 1"	20	PCS		
41	DOUBLE SIDED TAPE	20	PCS		
42	MASKING TAPE 24MM	20	PCS		
44	DUCT TAPE	10	PCS		
45	CLIP BOARD	5	PCS		
46	YELLOW PAD	10	PCS		
47	FOLDER LONG (YELLOW)	50	PCS		
48	ENVELOPE PLASTIC (LONG)	50	PCS		
49	ENVELOPE MAILING WHITE (LONG)	100	PCS		
50	STAPLE WIRE BIG	20	BOX		
51	DETERGENT	30	PACK		
52	FABRIC CONDITIONER	2	DOZ		
53	SCOTCH BRIGHT	1	DOZ		
	*****	<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

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