



CANVASS No. : **21-03-154**
 Advertisement No. _____
 Purchase Request **21-03-154**

REQUEST FOR QUOTATION

Name of Supplier/Company : _____
 Company Address/Tel./Fax#.: _____
 Philgeps Registration No. : _____
 BIR Tin No. : _____
 DBP Bank Account(No Bank Charge): _____
 If none DBP Bank Account, Charges May Apply to Suppliers Account

Gentlemen:

Please quote your lowest price on the item/s listed below this page stating the shortest time of delivery and submit your quotation duly signed by your representative not later than April 15 2021.

DIOSDADO B. CENIZA
 Supply Officer

| Item No. | Qty | Unit | ITEM & DESCRIPTION | Unit Price | Total |
|----------|-----|--------|--|------------|-------|
| 1 | 10 | ream | PAPER, Multi-Purpose (COPY) A4, 70 gsm | | |
| 2 | 10 | ream | PAPER, Multi-Purpose (COPY) Legal, 70 gsm | | |
| 3 | 10 | ream | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | | |
| 4 | 5 | roll | TWINE, plastic, one (1) kilo per roll | | |
| 5 | 8 | book | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min | | |
| 6 | 100 | pack | TOILET TISSUE PAPER 2-plys sheets, 150 pulls (pack) | | |
| 7 | 5 | pack | BATTERY, dry cell, AA, 2 pieces per blister pack (Alkaline) | | |
| 8 | 5 | pack | BATTERY, dry cell, AAA, 2 pieces per blister pack (Alkaline) | | |
| 9 | 10 | pad | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min (any color) | | |
| 10 | 4 | jar | GLUE, all purpose, gross weight: 200 grams min | | |
| 11 | 10 | box | STAPLE WIRE, for heavy duty staplers, (23/13) | | |
| 12 | 10 | roll | TAPE, MASKING, width: 48mm (±1mm) | | |
| 13 | 50 | roll | TAPE, TRANSPARENT, width: 24mm (±1mm) | | |
| 14 | 10 | roll | TAPE, TRANSPARENT, width: 48mm (±1mm) | | |
| 15 | 12 | piece | CORRECTION TAPE, film base type, UL 6m min | | |
| 16 | 6 | box | CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12 pcs/box | | |
| 17 | 6 | box | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12 pcs/box | | |
| 18 | 6 | box | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12 pcs/box | | |
| 19 | 6 | box | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12 pcs/box | | |
| 20 | 10 | piece | DATA FILE BOX, made of chipboard, with closed ends (long) | | |
| 21 | 1 | box | ENVELOPE, mailing, white, 70gsm | | |
| 22 | 1 | box | ENVELOPE, DOCUMENTARY, for A4 size document | | |
| 23 | 5 | box | FASTENER, METAL, 70mm between prongs | | |
| 24 | 10 | piece | MARKER, PERMANENT, bullet type, black | | |
| 25 | 10 | piece | MARKER, PERMANENT, bullet type, blue | | |
| 26 | 10 | piece | MARKER, PERMANENT, bullet type, red | | |
| 27 | 5 | box | PAPER CLIP, vinyl/plastic coat, length: 32mm min | | |
| 28 | 5 | box | PAPER CLIP, vinyl/plastic coat, length: 50mm min | | |
| 29 | 2 | bottle | STAMP PAD INK, purple or violet, 50ml (min.) | | |
| 30 | 3 | piece | STAPLE REMOVER, PLIER-TYPE | | |

NOTE :

1. DELIVERY PERIOD IS WITHIN _____ CALENDAR DAYS.
2. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
4. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT.
5. THIS FORM SHALL BE ENCLOSED IN AN ENVELOPE AND SEALED BY THE BIDDER HIMSELF.

After having carefully read and accepted your General Conditions, I / We quote you on the items at prices written above.

Printed Name / Signature
 of Supplier / Contractor

Canvasser Signature

Date



Certification Date: 1 February 2021 Recertification due date: 24 January 2024 For verification of the certificate please access www.gcl-intl.com (Certification check and type the registration number)

SDF-USO-206-003-01



Registration No. 52018778



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DIOSDADO B. CENIZA
 Supply Officer

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|----------|-----|-------|---|------------|-------|
| 31 | 1 | piece | DATING AND STAMPING MACHINE, heavy duty | | |
| 32 | 3 | piece | CUTTER BLADE, for heavy duty cutter | | |
| 33 | 1 | box | RUBBER BAND, 70mm min lay flat length (#18) | | |
| 34 | 3 | piece | RULER, plastic, 450mm (18"), width: 38mm min | | |
| 35 | 10 | piece | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | | |
| 36 | 10 | piece | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip | | |
| 37 | 10 | piece | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip | | |
| 38 | 3 | box | PENCIL, lead, w/ eraser, wood cased, hardness: HB | | |
| 39 | 5 | piece | MAGAZINE FILE BOX, LARGE size, made of chipboard | | |
| 40 | 70 | pcs | BALLPEN BLACK (Retractable) | | |
| 41 | 70 | pcs | BALLPEN BLUE (Retractable) | | |
| 42 | 10 | pcs | BALLPEN RED (Retractable) | | |
| 43 | 2 | box | CARBON PAPER 100 pcs/ box | | |
| 44 | 15 | box | STAPLE WIRE #10 12 boxes/ box | | |
| 45 | 100 | pcs | FOLDER SHORT WITH PLASTIC COVER | | |
| 46 | 100 | pcs | FOLDER LONG WITH PLASTIC JACKET | | |
| 47 | 125 | pcs | ENVELOPE BROWN LONG | | |
| 48 | 125 | pcs | ENVELOPE BROWN SHORT | | |
| 49 | 10 | pcs | ERASER, RUBBER, PENCIL | | |
| 50 | 10 | pcs | MARKER, HIGHLIGHTER GREEN (Metallic) | | |
| 51 | 10 | pcs | MARKER, HIGHLIGHTER ORANGE (Metallic) | | |
| 52 | 10 | pcs | MARKER, HIGHLIGHTER PINK (Metallic) | | |
| 53 | 10 | pcs | MARKER, HIGHLIGHTER YELLOW | | |
| 54 | 10 | pcs | MARKER, PERMANENT BROAD BLACK | | |
| 55 | 10 | pcs | MARKER, PERMANENT FINE BLUE | | |
| 56 | 10 | pcs | MARKER, PERMANENT FINE RED | | |
| 57 | 60 | roll | TAPE, MASKING 1" | | |
| 58 | 60 | roll | TAPE, DOUBLES SIDED 1" | | |
| 59 | 25 | roll | TAPE, TRANSPARENT 2" | | |
| 60 | 40 | ream | PAPER, BOND US LONG | | |

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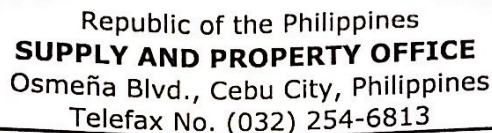


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 due date: 24 January 2024 For verification of the
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SDF-USO-206-003-01



Registration No. 52018776



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