



REQUEST FOR QUOTATION

CANVASS No. : 21-05-264
Advertisement No. _____
Purchase Request 21-05-264

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 June 10, 2021.

DIOSDADO B. CENIZA
Supply Officer

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	10	unit	Cork Board small size with frame 60cm x 90cm		
	12	piece	Ruler, steel, 12", stainless		
	10	unit	Stapler, long arm no.35, Paper inser depth:: 310mm; Capacity: 2-20 sheets/80g		
	50	piece	Document Tray, 3 Layers Steel		
	10	piece	Calculator, 8 digits		
	20	piece	Data and Stamping Machine, Self inking		
	50	pack	Vellum Paper Board 220gsm, 10 sheets/pack short		
	50	pack	Vellum Paper Board 220gsm, 10 sheets/pack long		
	30	unit	Office supplies Wood Desk Organizer Desktop File Mail Sorter Magazine Holder Rack Telephone Stand with adjustable Drawer,Black; Dimension - 14.29 x 12.99 x 4.21 inches		
	20	pack	Post it flag labelers 100 flags per pack assorted color		
	2	unit	Desktop Heavy duty HOLE PUNCH PUNCHER with Adjustable 2-3 Holes Padded Handle 40-sheet Capacity Chip; Material: Metal + Plastic Quantity of Hole: 2/3 Hole diameter: 7mm Feed depth: 12mm Number of Punching sheets: 40 sheets / 80 gsm Hole pitch: Adjustable (70 to 80 mm) for 2-Hole, 108mm for 3 hole Item size: 33.6 * 9.7 * 10.5 cm / 13.2 * 3.8 * 4.1 in		

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-inf.com (Certification check and type
 the registration number)

SDF-USO-206-003-01



Registration No. 52Q18778