



**REQUEST FOR QUOTATION**

CANVASS No. : 23-03-286  
 Advertisement No. \_\_\_\_\_  
 Purchase Request No. 23-03-286

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 14, 2023.

**DIOSDADO B. CENIZA**  
 Supply Officer

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
1	55	ream	Paper Bond US A4, subs 20, 70 gsm, 500 pcs/ream		
2	12	boxes	0.4 Sign pen (black), 12 pcs/box		
3	12	boxes	0.4 Sign pen (blue), 12 pcs/box		
4	12	boxes	0.4 Sign pen (red), 12 pcs/box		
5	40	ream	Paper Bond US Long, sub 20, 70 gsm, 500 pcs /ream		
6	70	ream	Paper Bond US Short, sub 20, 70 gsm, 500 pcs /ream		
7	5	packs	Paper Specialty Board Legal 20pcs/pack, matte, 220gsm		
8	5	packs	Paper Specialty Board Letter 20pcs/pack, matte, 220gsm		
9	20	packs	Paper, sticker short white, 20 pcs/pack, Glossy		
10	10	packs	Vellum Paper (White, Long) 220 gsm, 10 pcs/pack		
11	20	packs	Vellum Paper (White, Short) 220 gsm, 10 pcs/pack		
12	4	pcs	Glue gun (big), Dual wattage, 60 watt hot melt standard temperature corded		
13	40	pcs	Glue stick (big)		
14	20	pcs	Refillable correction tape WH605 5mmx6m		
15	45	pcs	Clear Card Case A4 size for Certificate Super Clear		
16	20	rolls	Gold ribbon (1 inch width) 100 meters		
17	20	rolls	Gold ribbon (1/2 inch width) 100 meters		
18	20	rolls	Maroon ribbon (1 inch width) 100 meters		
19	20	rolls	Maroon ribbon (1/2 inch width) 100 meters		
20	10	rolls	Tape, Double sided 2"		
21	60	rolls	Tape, Double sided 1"		
22	10	pcs	Marker, Permanent Fine Blue		
23	10	pcs	Marker, Permanent Fine Red		
24	10	pcs	Marker, Permanent Broad Black		
25	25	rolls	Tape, Transparent 2"		
26	100	pcs	Folder short with plastic cover		
27	100	pcs	Folder long with plastic cover		
28	15	pcs	Staple Wire #10		
29	10	pcs	Eraser, Rubber, Pencil		
30	3	boxes	Paper clip jumbo		
31	2	boxes	Paper clip small		
32	24	pcs	Folder short white		
33	24	pcs	Folder long white		
34	5	pcs	Correction Tape, Roller pocket mouse- 4.2 mm x 10 m -white		
35	10	pcs	Certificate Jacket (red, ordinary size)		
36	5	boxes	Fastener, plastic, 50 pcs/box		
37	2	pcs	Stamping Dater, self-inking		

**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

SDF-USO-206-003-01



Certification Date: 11 February 2021  
 Registration due date: 24 January 2024 For  
 withdrawal of the certificate, please submit  
 the registration number.



Registration No. 5221878