



## REQUEST FOR QUOTATION

CANVASS No. : **23-11-863**

Advertisement No. \_\_\_\_\_

Purchase Request No. **23-11-863**

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 November 28, 2023.

**HONEY GRACE M. IRIZARI**

Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
1	72	pcs	Ballpen, Retractable, Metal Tip, Black		
2	30	pcs	Ballpen, Retractable, Metal Tip, Blue		
3	20	pack	Battery, size AA, Alkaline, 2pcs/pack		
4	20	pack	Battery, size AAA, Alkaline, 2pcs/pack		
5	10	pcs	Calculator, Compact, 8 Digits, 2-way power (battery and solar)		
6	31	pcs	Clearbook ( 8.5 x 13) 20 sheets		
7	20	pcs	Clearbook ( A4) 20 sheets		
8	50	piece	Correction Tape, 5mm x 8m, Disposable		
9	61	piece	Data File Box, Horizontal with close end, legal, Blue		
10	10	pcs	Dater Stamp, 4mm rubber stamp, at least 10 years Validity		
11	50	pack	Folder, White, Long, Ordinary (100 pcs/pack)		
12	15	bottle	Glue, All Purpose, 130 grams		
13	42	bottle	Ink, for stamp pad, violet, 50mL		
14	1	pack	Laminating Sheet, (A3, 150 mic, glossy finish) 100 pcs/pack		
15	115	pcs	Marker, Permanent Broad Black		
16	55	pcs	Marker, Permanent Broad Blue		
17	30	pcs	Marker, Permanent Broad Red		
18	50	pcs	Marker, Whiteboard, Fine, Black		
19	20	pad	Note Pad, stick on, 3" x 3", 100 sheets per pad, Green		
20	27	box	Paper Clip, vinyl/plastic coated, 33mm, 100s/box		
21	75	box	Paper Clip, vinyl/plastic coated, 50mm, 100s/box		
22	195	ream	Paper, Bond, US, Substance 20 (A4)		
23	75	ream	Paper, Bond, US, Substance 20 (8.5" x 11")		
24	21	pack	Photopaper, A4 (20 sheets/ pack)		

**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: 1 February 2021  
Registration due date: 24 January 2024  
For verification of the seal please  
access [www.201-101-0011](http://www.201-101-0011) (Certification  
check and type the registration number)



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Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
			continuation....		
25	33	pcs	Record Book, Official, 300 Pages, 8.5" x 11"		
26	24	pcs	Record Book, Official, 500 Pages, 8.5" x 11"		
27	17	pair	Scissors, symmetrical, 8" Heavy Duty		
28	190	pcs	Sign Pen, Biopolymer Gel Ink Rollerball pen, Extra Fine Tip (#3), Blue		
29	210	piece	Sign Pen, Biopolymer Gel Ink Rollerball pen, Extra Fine Tip (#3), Black		
30	80	piece	Sign Pen, Biopolymer Gel Ink Rollerball pen, Extra Fine Tip (#3), Red		
31	30	pack	Specialty Board Paper (8.5X 13) 20pcs/pack		
32	150	box	Staple Wire #35 (26/6mm), 1000pcs/box		
33	30	roll	Tape, Masking, 24mm, 20-25m/roll		
34	15	roll	Tape, Masking, 48mm, 20m-25m/roll		
35	15	roll	Tape, packaging, 48mm, 45-50m/roll		
36	20	roll	Tape, transparent, 24mm, 45-50m/roll		
37	70	roll	Tape, transparent, 48mm, 45-50m/roll		
			nothing follows		

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Canvasser Signature \_\_\_\_\_

Printed Name / Signature  
of Supplier / Contractor

Date \_\_\_\_\_

**SDF-USO-206-003-01**



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 Recertification due date: 24 January 2024  
 For verification of the certificate please  
 access [www.gcl.com](https://www.gcl.com) (Certification  
 check and type the registration number)



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