

Date : **October 15, 2020**  
 Quotation No. : **0297-10-2020**

Philberr  
 Ref: 727 7288  
 closing: 10/24/20  
 closing: 10/29/20  
 closing: 11/6/20

**REQUEST FOR QUOTATION**

\_\_\_\_\_  
 Company Name  
 \_\_\_\_\_  
 Address

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_

*Rachelle Jenine D. Abuel*  
**RACHELLE JENINE D. ABUEL**  
 Head, BAC Secretariat

- NOTE :
1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY
  2. DELIVERY PERIOD WITHIN **15** CALENDAR DAYS
  3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF **30** CALENDAR DAYS
  5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
  6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
<b>OFFICE SUPPLIES</b>				
1	Copy Paper Long Subs 24gsm 80	10 ream	P _____	P _____
2	Copy Paper A4 Subs 24gsm 80	30 ream	P _____	P _____
3	Permanent Marker (broad pentel pen) - Black	10pcs	P _____	P _____
4	Permanent Marker (broad pentel pen) - Blue	10 pcs	P _____	P _____
5	Correction Tape	10 pcs	P _____	P _____
6	Masking Tape 1"	15 roll	P _____	P _____
7	Masking Tape 2"	15 roll	P _____	P _____
8	Scotch Tape 1"	15 roll	P _____	P _____
9	Scotch Tape 3"	15 roll	P _____	P _____
10	Expandable Envelope Brown	100 pcs	P _____	P _____
11	Canon Pixma Ink colored #36	11 pack	P _____	P _____
12	Canon Pixma Ink colored #35	11 pack	P _____	P _____
13	HP deskjet GT 5810 - Black	8 bottle	P _____	P _____
14	HP deskjet GT 5810 - Yellow	8 bottle	P _____	P _____
15	HP deskjet GT 5810 - Cyan	8 bottle	P _____	P _____
16	HP deskjet GT 5810 - Magenta	8 bottle	P _____	P _____
17	Metal Fastener	5 pack	P _____	P _____
18	Matte sticker paper A4 size at 10 sheet per pack	20 pack	P _____	P _____
19	Leitz Plastic Presentation Folder	50 pcs	P _____	P _____
<b>ABC: P 64,765.00</b>				
Bidders must submit the following requirements:				
1. DTI/SEC Registration Certificate				
2. Mayor's Permit				
3. PHILGEPS Certificate of Registration				
4. BIR Certificate of Registration				
<b>NOTE: Incomplete requirements / documents will not be accepted.</b>				

Brand : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
 Printed Name/Signature  
 \_\_\_\_\_  
 Tel. No./Cellphone No.  
 \_\_\_\_\_  
 E-mail address  
 \_\_\_\_\_  
 Date