

MUNICIPALITY OF GINATILAN, CEBU
 Standard Form Number: SF-GOOD-80
 Revised on: May 24, 2004
 Standard Form Title: **Request for Quotation**

Project Reference Number: 2024-16
 Name of Project: Procurement of Office Supplies
 Location of Project: Ginatilan, Cebu
 Date:
 Quotation No.:

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 _____ in the return envelope attached herewith:

EDWARD P. SINGCO
 Procurement Officer

- NOTE: 1 DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 2 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
 3 PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

| ITEM NO | ITEM & DESCRIPTION | QTY | UNIT PRICE | TOTAL PRICE |
|---------|--------------------------------------|--------|------------|-------------|
| | BALLPOINT PEN, black | 124 pc | | |
| | BALLPOINT PEN, blue | 94 pc | | |
| | BALLPOINT PEN, red | 10 pc | | |
| | BATTERY, AA, heavy duty | 16 pc | | |
| | BATTERY, AAA, heavy duty | 12 pc | | |
| | CLEAR BOOK, Legal size | 13 pc | | |
| | CLIP, backfold, 32mm, 12s/box | 10 box | | |
| | CLIP, backfold, 25mm, 12s/box | 10 box | | |
| | CLIP, backfold, 50mm, 12s/box | 7 box | | |
| | CORRECTION FLUID, pen | 2 pc | | |
| | CORRECTION TAPE, 20 x 5mm | 69 pc | | |
| | DATA BOX FILE FOLDER (long) | 12 pc | | |
| | DATA FILE BOX, (length-40 cm) | 12 pc | | |
| | ENVELOPE BROWN, (short) | 60 pc | | |
| | ENVELOPE BROWN, legal size (long) | 451 pc | | |
| | ENVELOPE, expanded (long) Kraftboard | 16 pc | | |
| | ENVELOPE, Plastic Legal size | 30 pc | | |
| | ENVELOPE, mailing long white | 50 pc | | |
| | FILE FOLDER, long (Ordinary) | 50 pc | | |
| | FLAG, Philippine | 20 pc | | |
| | FLASH DRIVE (USB) 32GB | 10 pc | | |
| | FOLDER, hardbound, with clip long | 10 pc | | |
| | FOLDER, plastic long (white) | 3 pc | | |
| | FOLDER, U S (short size) | 40 pc | | |

| | |
|---|---------|
| FOLDER, U S long (legal size) | 450 pc |
| GLUE, elmer's (big) | 16 bot |
| HIGHLIGHTER green | 8 pc |
| LAMINATING MACHINE | 1 pc |
| LAMINATING POUCHES, 250 mic 75mmx105mm | 5 pack |
| LAMINATING POUCHES, size A4 | 2 pack |
| MAGAZINE FILE, long | 3 pc |
| MAGAZINE FILE, (5"x9"x15"-3/4") | 2 pc |
| MARKING PEN, permanent , black | 2 pc |
| MARKING PEN, permanent , blue | 1 pc |
| MARKING PEN, permanent, red | 1 pc |
| MEDALS | 300 pc |
| MOUSE, for computer, optical, USB | 3 pack |
| PAPER CLIP, vynil coated type, 32mm, 100s/box | 14 box |
| PAPER CLIP, gem type, jumbo, 48mm, 100s/box | 12 box |
| PAPER CLIP, gem type, 22mm, 100s/box | 21 box |
| PAPER, fastener - vinyl coated | 6 box |
| PAPER, fastener - plastic | 12 box |
| PAPER, bond, prem. grade 8.5" x 11" S20 | 53 ream |
| PAPER, bond, prem. grade 8.5" x 14" | 7 ream |
| PAPER, bond, Premium Grade, A3 | 2 ream |
| PAPER, parchment | 2 ream |
| PAPER, photo, glossy A4 size | 7 pack |
| PAPER, specialty (board, short, Pale Cream) | 26 pack |
| PAPER, specialty (board, long, Pale Cream) | 22 pack |
| PAPER, specialty (board, A4 size, Pale Cream) | 9 pack |
| PAPER, yellow pad | 12 pads |
| PASTE water well (Redstones) | 10 pc |
| PENCIL, # 2 (Mongol) | 10 box |
| PENTEL PEN, black - broad | 21 pc |
| PENTEL PEN, blue -broad | 1 pc |
| PENTEL PEN, red - broad | 1 pc |
| PENTEL PEN, black - fine | 2 pc |
| PUNCHER, heavy duty | 7 pc |
| RECORD BOOK, 300 pages | 15 book |
| RECORD BOOK, 500 pages | 16 book |
| RIBBON, for Adding Machine | 3 pc |
| RING BINDER, 24mm x 1.2M (1"x44"), plastic | 5 pc |
| RING BINDER, (2"x44"), plastic | 8 pc |
| RUBBER BAND, #18, 400gms | 4 box |
| SCISSORS, big | 21 pc |
| SIGN PEN, black | 86 pc |
| SIGN PEN, blue | 85 pc |

| | | | |
|-----------------------------------|---------|--|--|
| SIGN PEN, red | 16 pc | | |
| STAMP PAD | 8 pc | | |
| STAMP PAD INK, violet, 50ml | 3 pc | | |
| STAPLE REMOVER | 2 pc | | |
| STAPLE WIRE # 10 | 34 box | | |
| STAPLE WIRE # 35 | 10 box | | |
| STAPLER #10 | 23 pc | | |
| STAPLER, #35 heavy duty | 5 pc | | |
| STICKY NOTE 3" X 3" | 4 pads | | |
| STICKY NOTE 1.5" X 2" | 2 pads | | |
| STICKY NOTE assorted color | 27 pads | | |
| TACKER (Heavy Duty) | 2 pc | | |
| TAPE, packaging, 48mm, 2" | 3 roll | | |
| TAPE, packaging, 48mm, 2" clear | 4 roll | | |
| TAPE, Paper adding machine | 3 roll | | |
| TAPE, adhesive (big) | 2 roll | | |
| TAPE, masking 1", 24mm | 22 roll | | |
| TAPE, masking 2", 48mm | 8 roll | | |
| TAPE, scotch, size 1" | 21 roll | | |
| TAPE, scotch, size 2" | 5 roll | | |
| TAPE, scotch double sided tape 1" | 5 roll | | |
| TAPE, scotch double sided tape 2" | 5 roll | | |
| TAPE, transparent, 1" (24mm) | 2 roll | | |
| TAPE, transparent, 2" (48mm) | 5 roll | | |
| TRAY, organizer, 3 layers (steel) | 7 pc | | |
| WIYTE BOARD MARKER (BLACK) | 36 pc | | |
| WIYTE BOARD INK (BLACK) | 1 pc | | |
| TOTAL | | | |

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

Brand Model :
 Delivery Period :
 Warranty :
 Price Validity :

 Printed Name/Signature

 Tel. No. / Cellphone No.
 e-mail address: _____
 Date: _____