

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

Project Reference Number: 2024-32  
 Name of Project: Procurement of Regular 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

TEM NO	ITEM & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
	BALLPOINT PEN, black	69 pc		
	BALLPOINT PEN, blue	35 pc		
	BALLPOINT PEN, red	5 pc		
	CALCULATOR, 12 digits	4 pc		
	CLEAR BOOK, Legal size	9 book		
	CLIP, backfold, 32mm, 12s/box	3 box		
	CLIP, backfold, 25mm, 12s/box	5 box		
	CLIP, backfold, 50mm, 12s/box	5 box		
	CORRECTION FLUID, pen	2 pc		
	CORRECTION TAPE, 20 x 5mm	44 pc		
	DATA BOX FILE FOLDER, (long)	14 pc		
	DATA FILE BOX, long	6 pc		
	DATA FILE BOX, 5"x 9" x 15-3/4	6 pc		
	ENVELOPE BROWN, (short)	55 pc		
	ENVELOPE BROWN, (A4 size)	50 pc		
	ENVELOPE BROWN, legal size (long)	110 pc		
	ENVELOPE, expanded (long) Kraftboard	5 pc		
	ENVELOPE, Plastic Legal size	2 pc		
	ENVELOPE, mailing long white	1 box		
	ENVELOPE, mailing long white	50 pc		
	ENVELOPE, plastic long (Adventurer)	5 pc		
	FILE FOLDER, long (ordinary)	5 pc		
	FLASH DRIVE (USB) 32GB	5 pc		
	FOLDER, plastic long (white)	3 pc		
	FOLDER, U S (short size)	40 pc		
	FOLDER, U S long (legal size)	165 pc		
	GLUE, elmer's (big)	2 bot		
	HIGHLIGHTER, pink	1 pc		
	LAMINATING POUCHES, 250 mic 75mmX105mm	5 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	200 pc		
PAPER CLIP, VYNIL COATED TYPE, 32mm, 100s/box	5 box		
PAPER CLIP, gem type, jumbo, 48mm, 100s/box	5 box		
PAPER CLIP, gem type, 22mm, 100s/box	11 box		
PAPER, bond, prem. grade 8.5" x 11" S20	56 ream		
PAPER, bond, prem. grade 8.5" x 13" S20	83 ream		
PAPER, bond, Premium Grade, 8.5" x 14"	7 ream		
PAPER, bond, Premium Grade, A4	66 ream		
PAPER, bond, Premium Grade, A3	1 ream		
PAPER, fastener - vinyl coated (plastic)	10 box		
PAPER, fastener - plastic	3 box		
PAPER, photo, glossy A4 size	12 ream		
PAPER, specialty (board, short, Pale Cream)	20 pack		
PAPER, specialty (board, long, Pale Cream)	10 pack		
PAPER, specialty (board, A4 size, Pale Cream)	9 pack		
PAPER, yellow pad	1 pads		
PENCIL, # 2 (Mongol)	6 box		
PENTEL PEN, black - broad	1 pc		
RECORD BOOK, 300 pages	8 book		
RECORD BOOK, 500 pages	2 book		
RING BINDER, (2"x44"), plastic	3 pc		
RING BINDER, (2"x44"), plastic	5 pc		
RUBBER BAND, #18, 400gms	1 box		
SCISSORS, big	4 pairs		
SIGN PEN, black	26 pc		
SIGN PEN, blue	28 pc		
SIGN PEN, red	3 pc		
STAMP PAD	3 pc		
STAPLE WIRE # 10	3 box		
STAPLE WIRE # 35	6 box		
STAPLER, #35 heavy duty	1 pc		
STAPLER, w/ remover	2 pc		
STICKY NOTE 3" X 3"	2 pad		
STICKY NOTE 1.5" X 2"	2 pad		
STICKY NOTE assorted color	1 pad		
TAPE, packaging, 48mm, 2"	4 roll		
TAPE, packaging, 48mm, 2" clear	3 roll		
TAPE, masking 1", 24mm	9 roll		
TAPE, scotch, size 1"	3 roll		
TAPE, scotch, size 2"	3 roll		
TAPE, scotch double sided tape 2"	1 roll		
TAPE, scotch double sided tape 1"	4 roll		
TAPE, transparent, 1" (24mm)	1 roll		
WHITEBOARD PEN INK, black	1 bot		
WHITEBOARD PEN, Eraser	1 pc		
WIYTE BOARD MARKER (BLACK)	36 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: \_\_\_\_\_