

MUNICIPALITY OF GINATILAN
Standard Form Number: SF-GOOD-60
Revised Form Title: **Request for Quotation**

Project Reference Number: **2025-21**
Name of Project: **Procurement of Reg. Office
Supplies (2nd. Qtr.)**
Location of Project: Ginatilan, Cebu

Date: _____
Quotation No.: _____

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit your quotations 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	UNIT	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	pc	RING BINDER, (2"x44"), plastic	3		
2	pc	SCISSORS, big	13		
3	pc	STAMP PAD	3		
4	pc	STAMP PAD INK, violet, 50ml	1		
5	box	STAPLE WIRE #10	14		
6	box	STAPLE WIRE #35	10		
7	pc	STAPLER #10	16		
8	pc	STAPLE w/ remover	1		
9	pad	STICKY NOTE 3" x 3"	12		
10	pad	STICKY NOTE 1.5" x 2"	12		
11	pad	STICKY NOTE assorted color	2		
12	roll	TAPE, packaging, 48mm, 2"	1		
13	roll	TAPE, packaging, 48mm, 2" clear	4		
14	roll	TAPE, masking 1", 24mm	7		
15	roll	TAPE, scotch, size 1"	6		
16	roll	TAPE, scotch, size 2"	10		
17	roll	TAPE, scotch double sided tape 2"	4		
18	roll	TAPE, scotch double sided tape 1"	2		
19	pc	WHYTE BOARD MARKER (BLACK)	36		
20	pc	TRIANGULAR Scale (Rotring)	2		
21	pc	LANYARD Blue ½	100		
22	pc	ENVELOPE, plastic w/ handle, long adventure	50		
23	pc	BILL COUNTER	2		
24	pc	CASH BOX	3		

TOTAL ₱

After having carefully read and accepted your General conditions, I/We quote you 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: _____