

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

Project Reference Number: 2023-11
 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	128 pc		
	BALLPOINT PEN, blue	125 pc		
	BALLPOINT PEN, red	7 pc		
	BATTERY, AA, heavy duty	14 pc		
	BATTERY, AAA, heavy duty	12 pc		
	CALCULATOR, Casio 12 digits	4 pc		
	CALCULATOR, Scientific	1 pc		
	CARTOLINA, (assorted colors)	12 pc		
	CLEAR BOOK, Legal size	16 pc		
	CLIP, backfold, 32mm, 12s/box	6 box		
	CLIP, backfold, 25mm, 12s/box	6 box		
	CLIP, backfold, 50mm, 12s/box	12 box		
	CORRECTION FLUID, pen	5 pc		
	CORRECTION TAPE, 20 x 5mm	90 pc		
	DATA BOX FILE FOLDER (long)	6 pc		
	DATA FILE BOX, (length-40 cm)	4 pc		
	ENVELOPE BROWN, (short)	62 pc		
	ENVELOPE BROWN, legal size (long)	502 pc		
	ENVELOPE, expanded (long) Kraftboard	10 pc		
	ENVELOPE, expanded plastic legal size	12 pc		
	ENVELOPE, Plastic Legal size	25 pc		
	ENVELOPE, mailing long white	50 pc		
	ENVELOPE, plastic, long (Adventurer)	10 pc		
	ERASER, rubber (staedler)	3 pc		
	FILE FOLDER, long (Ordinary)	50 pc		
	FLAG, Philippine	11 pc		
	FLASH DRIVE (USB) 32GB	11 pc		
	FOLDER, hardbound, with clip long	10 pc		
	FOLDER, plastic long (white)	12 pc		
	FOLDER, U S (short size)	25 pc		
	FOLDER, U S long (legal size)	577 pc		

GLUE, White (1 liter)	1 jar
GLUE, elmer's (big)	16 bot
HIGHLIGHTER yellow/neon green/neon orange	6 pc
HIGHLIGHTER orange	6 pc
HIGHLIGHTER pink	6 pc
HIGHLIGHTER green	6 pc
LAMINATING MACHINE	1 pc
LAMINATING POUCHES, 250 mic 75mmx105mm	9 pack
LAMINATING POUCHES, size A4	7 pack
MAGAZINE FILE, long	3 pc
MAGAZINE FILE, (5"x9"x15"-3/4"	1 pc
MARKING PEN , whiteboard, blue	2 pc
MARKING PEN, permanent , black	7 pc
MARKING PEN, permanent , blue	1 pc
MARKING PEN, permanent, red	1 pc
Meta Cards / red	1 pack
Meta Cards / yellow	1 pack
Meta Cards / blue	1 pack
Meta Cards / green	1 pack
MOUSE, for computer, optical, USB	2 pack
NOTEPAD, 3"x3" /pad	3 pack
NOTEPAD, 1/5"x2" /pad	3 pack
PAPER CLIP, gem type, jumbo, 48mm, 100s/box	23 box
PAPER CLIP, gem type, 22mm, 100s/box	15 box
PAPER, fastener - vinyl coated	7 box
PAPER, fastener - plastic	19 box
PAPER, bond, prem. grade 8.5" x 11" S20	85 ream
PAPER, bond, prem. grade 8.5" x 14"	17 ream
PAPER, bond, prem. grade 8.5" x 13" S20	133 ream
PAPER, bond, Premium Grade, A4	84 ream
PAPER, bond, Premium Grade, A3	1 ream
PAPER, Special Colored short	1 ream
PAPER, parchment	1 ream
PAPER, photo, glossy A4 size	10 pack
PAPER, specialty (board, short, Pale Cream)	31 pack
PAPER, specialty (board, long, Pale Cream)	66 pack
PAPER, specialty (board, A4 size, Pale Cream)	6 pack
PAPER, yellow pad	13 pads
PASTE water well (Redstones)	1 pc
PENCIL, mechanical, 0.5mm lead	1 pc
PENCIL, MECHANICAL, push type, 0.5 mm	2 pc
PENCIL, # 2 (Mongol)	9 box
PENTEL PEN, black - broad	17 pc
PENTEL PEN, blue -broad	14 pc
PENTEL PEN, red - broad	11 pc
PENTEL PEN, blue -fine	25 pc
PENTEL PEN, black - fine	25 pc
PLASTIC STRAW	5 roll
PUNCHER, heavy duty	4 pc
PUSH PIN, hammer head type, 100s/box	5 box
RECORD BOOK, 300 pages	26 book
RECORD BOOK, 500 pages	8 book
RIBBON, for Adding Machine	1 pc
RING BINDER, 24mm x 1.2M (1"x44"), plastic	10 pc
RUBBER BAND, #18, 400gms	4 box
RULER, 12"	4 pc

SCISSORS, big	30 pc		
SIGN PEN, black	143 pc		
SIGN PEN, blue	63 pc		
SIGN PEN, red	16 pc		
STAMP PAD	8 pc		
STAMP PAD INK, violet, 50ml	10 pc		
STAPLE REMOVER	2 pc		
STAPLE WIRE # 10	14 box		
STAPLE WIRE # 35	13 box		
STAPLER #10	19 pc		
STAPLER, #35 heavy duty	13 pc		
STICKY NOTE 3" X 3"	5 pads		
STICKY NOTE 1.5" X 2"	3 pads		
STICKY NOTE assorted color	3 pads		
TACKER (Heavy Duty)	1 pc		
TAPE DISPENSER, heavy duty, for 24mm (1")	1 pc		
TAPE, packaging, 48mm, 2"	19 roll		
TAPE, packaging, 48mm, 2" clear	6 roll		
TAPE, Paper adding machine	3 roll		
TAPE, adhesive (big)	1 roll		
TAPE, masking 1", 24mm	12 roll		
TAPE, masking 2", 48mm	13 roll		
TAPE, scotch, size 1"	6 roll		
TAPE, scotch, size 2"	8 roll		
TAPE, scotch double sided tape 1"	4 roll		
TAPE, scotch double sided tape 2"	21 roll		
TAPE, transparent, 1" (24mm)	4 roll		
TAPE, transparent, 2" (48mm)	12 roll		
TRAY, organizer, 3 layers (steel)	3 pc		
WHITEBOARD PEN, Eraser	1 pc		
WIYTE BOARD MARKER (BLACK)	43 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: _____