



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Gloria

Project Number: **2021-012-1174**
Project Title: **Supply and Delivery of Office Supplies for COVID-19 Vaccination Program**
Location: **Municipal Health Office**

Date: **September 30, 2021**
Quotation No.: **RFQ-2021-062**
PhilGeps Ref:

REQUEST FOR QUOTATION

Supplier _____
Address: _____
Contact Number: _____
TIN Number _____

Please quote your lowest price on the items/ listed below, subject to the General conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **October 5, 2021** in the return envelope attached herewith.

(SGD)
MANULITO S. RODRIGUEZ
MCR/BAC Chairman

Note:

- 1 All entries must be type written.
- 2 Delivery period is within Three **(30) calendar days**
- 3 Warranty shall be for the period of six months (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
- 4 Price validity shall be for the period of thirty (30) calendar days.
- 5 G-eps registration certificate shall be attached upon submission of the quotation.
- 6 Suppliers shall submit original brochures showing certifications of the product being offered.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper Long S-20	60	reams		
2	Bond Paper Short S-20	100	reams		
3	Ballpen Black (flex) 0.5	50	bxs		
4	Ballpen Black (flex) 0.7	50	bxs		
5	Permanent Marker -Fine (black) - Pilot	4	bxs		
6	Correction Tape retract (joy)	40	pcs		
7	Correction Tape refill (joy)	40	pcs		
8	Highlighter Pen, Stabilo -Yellow Green	10	pcs		
9	Staple w/remover	6	pcs		
10	Staple wire #35 Straight	20	bxs		
11	Scotch Tape (Transparent) 2"	4	pcs		
12	Paper Clip coated small	2	bxs		
13	Paper Clip coated medium	2	bxs		
14	Paper Clip coated big	2	bxs		
15	Double Sided tape 1/2" w/out foam	6	rolls		
16	Linen Paper short	210	packs		
17	Scissor 7"	4	pcs		
18	Calculator HL 122, 12 digits	1	unit		
19	4 slots fast charger for AA and AAA	2	pcs		
20	Battery AA rechargeable 1300mah	4	packs		
21	Battery AAA rechargeable 500mah	4	packs		
22	Battery AA 4's (energizer)	2	packs		
23	Battery AAA 4's (energizer)	2	packs		
24	Epson ink, 003, Black	10	bot		
25	Epson ink, 003, Cyan	10	bot		
26	Epson ink, 003, magenta	10	bot		
27	Epson ink, 003, yellow	8	bot		
28	Paper Cups 50's	10	packs		
29	Clean Gloves (M)	12	bxs		
30	Alcohol 70% Isopropyl 500ml	25	bot		

31	Alcohol 70% Ethyl 500ml	25	bot		
32	Cotton 400gsm	12	packs		
33	Ziplock	24	packs		
34	Garbage Bag	10	packs		

Brand and Model: _____

Delivery Period: _____

Warranty: _____

Price Validity: _____

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

Printed Name / Signature

Tel. No./Cellphone No.
e-mail address

Date