



Republic of the Philippines  
Province of Oriental Mindoro  
Municipality of Gloria

Project Number: **2021-016-1259 to 1277**  
Project Title: **Supply and Delivery of Consolidated Office Supplies for Fourth Quarter**

Date: **October 26, 2021**  
Quotation No.: **RFQ-2021-070**

Location: **General Service Office**

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 28, 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 Thirty **(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	Ballpen, black, 0.5	35	boxes		
2	Ballpen, 0.5, (black, blue, red),50's	2	box		
3	Ballpen, black, 0.7	2	box		
4	Ballpen, black	10	pcs		
5	Binder clip meduim 1' assorted colors 40's	1	jar		
6	Binder clip, extra large, 2"	1	boxes		
7	Binder clip, big 2' 12's	20	boxes		
8	Binder clip, medium, 1" 12's	23	boxes		
9	Binder clip, small, 3/4" 12's	22	boxes		
10	Bond paper, A4, s.20	9	reams		
11	Bond paper, long, s.16	20	reams		
12	Bond paper, long, s.20	113	reams		
13	Bond paper, short, s.16	20	reams		
14	Bond paper, short, s.20	85	reams		
15	Bond Paper asstd color (valiant)	1	pack		
16	Bond Paper Color yellow (short)	1	reams		
17	Bookends Holder	12	pcs		
18	Brown envelop, long	125	pcs		
19	Brown envelop, short	20	pcs		
20	Clipboarder (long) Hardboud	2	pcs		
21	Calculator - HL-122TV, 12 digits	2	pcs		
22	Cartolina Fuschia (pink)	15	pcs		
23	Castell Eraser (small)	1	pcs		
24	Certificate Holder, Long, Blue	2	pcs		
25	Certificate Holder, Short, Blue	2	pcs		
26	Colored Bond paper,Assorted color (long)	5	reams		
27	Colored Bond paper,Assorted color (short)	5	reams		
28	Correction tape, 5mmx6m	2	pcs		
29	Correction tape, 5mmx6m, refill	49	pcs		
30	Correction tape, 55mmx10mm, disposable width	20	pcs		
31	Correction tape, disposable, ordinary	7	pcs		

32	Double sided tape, 1", w/o foam	3	rolls		
33	DVD+ R	10	pc		
34	Expanded envelope w/ garter, long, (blue)	30	pcs		
35	Expanded envelope w/ garter, long, (green)	54	pcs		
36	Expanded envelope w/ garter, long, (pink)	30	pcs		
37	Expanded envelope w/ garter, long, (red)	30	pcs		
38	Expanded envelope w/ garter, long, (violet)	30	pcs		
39	Expanded envelope w/ garter, long, (yellow)	30	pcs		
40	Expanded envelope w/ garter, long	65	pc		
41	Expanded folder, long,	20	pc		
42	Expanded Folder, long, dark blue	10	pcs		
43	Expanded folder, long, green	110	pcs		
44	Filing tray steel, 3 layers, (steel, black)	1	pcs		
45	Folder, white, long	201	pcs		
46	Folder, white, short	85	pcs		
47	Glue, 40g	2	btls		
48	Glue, 1010g	1	btls		
49	Glue, 130g	10	btl		
50	Highlight marker, Asstd color	7	pcs		
51	Highlight marker, pink	2	pc		
52	Laminating Film	10			
53	Loose Leaf	100	pcs		
54	Mailing envelope, white, long	50	pcs		
55	Masking tape 1"	7	rolls		
56	Masking tape 2"	20	rolls		
57	Multi- purpose (glue) 240g	2	btl		
58	Packaging Tape 2' tan roll (2inch x100m)	2	rolls		
59	Packing tape #2	2	pcs		
60	Paper Fastener (plastic)	5	box		
61	Paper clip, coated 33mm 100's small	29	box		
62	Paper clip, coated 50mm, 100's big	26	box		
63	Pencil eraser, big	4	pcs		
64	Pencil no. 1	1	box		
65	Pencil no. 2	8	boxes		
66	Pen Holder Basket	1	pcs		
67	Permanent marker, broad, black	11	pc		
68	Permanent marker, fine, black	1	pcs		
69	Permanent marker ink, black	1	btl		
70	Photo paper 20's	5	pack		
71	Plastic Cover, thin for book cover, 10m	1	roll		
72	Plastic Cover, thin for book cover,	10	yards		
73	Plastic envelop, long	5	pcs		
74	Plastic fastener, assorted colors	6	boxes		
75	PVC sheet (long)(clear)	50	pcs		
76	PVC sheet (short)(clear)	50	pcs		
77	Rubber Bond 50gms (thick) (yellow)	1	box		
78	Rubber Bond 350gms (thick) (yellow)	5	box		
79	Record book (200 leaves)	4	pc		
80	Record book (300 leaves)	21	pcs		
81	Record book mini size	1	pc		
82	Record book (500 pages) landscape	2	pcs		
83	Record book (500 pages)	26	pcs		
84	Ruller 12", plastic	3	pcs		
85	Ruller 12", stainless	2	box		
86	Scissor (small)	1	pc		
87	Scientific Calculator 12 digits	2	pcs		
88	Scissors, 8",	2	pcs		
89	Scotch tape 1"	21	pcs		
90	Sign Pen, 0.4, black	3	pcs		
91	Sin Pen 0.4 G -Tech	1	pcs		
92	Sign Pen, 0.5, black	5	boxes		
93	Sign Pen Hi- Techpoint V10 Grip	6	pcs		
94	Sign Pen 0.7 (black)	2	boxes		
95	Sign Pen (black)	5	boxes		
96	Sign Pen (blue)	5	boxes		
97	Sign Pen (red)	5	boxes		
98	Staple wire, no.35, straight	14	boxes		
99	Staple wire, with remover (ordinary)	12	pc		
100	Staple wire, no.35, curve	10	boxes		

101	Stapler with remover, no. 35 (1 blue & 1 black, pink) the	3	pcs		
102	Sticky note 2x3	2	pads		
103	Sticky note 2x5	4	pads		
104	Sticky note 3x3	9	pad		
105	Sticky note, strip size, plastic	19	pads		
106	Sticky note, strip size	2	pc		
107	Sticky notes strips Rainbow color (plastic)	5	packs		
108	Sticker paper (A4)	50	pcs		
109	Tape Dispenser for 1"	7	pc		
110	Vellum paper, short, white, 180gsm	7	packs		
111	Whiteboard eraser, (small)	1	box		
112	Whiteboard marker, black	4	pc		
113	Yellow paper	6	pads		
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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