



Republic of the Philippines  
Province of Oriental Mindoro  
Municipality of Gloria

Project Number: **2022-012-217**  
Project Title: **Supply and Delivery of Office Supplies to be used at TTMF/CIU**  
Location: **MHO**

Date: **March 12, 2022**  
Quotation No.: **RFQ-2022-021**  
PhilGeps Ref: No.

***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 **March 15, 2022** in the return envelope attached herewith.

  
**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	Bond Paper long S-20	25	reams		
2	Bond Paper short S-20	25	reams		
3	Folder Long White	15	pcs		
4	Folder short White	15	pcs		
5	Brown envelop long	15	pcs		
6	Brown envelop short	10	pcs		
7	Pencil #2	10	pcs		
8	Steadtler Eraser	2	pcs		
9	Ballpen Black 0.5	10	bxs		
10	Ballpen Red 0.5	10	bxs		
11	Ballpen Black	3	bxs		
12	SP Mygel 0.5 (Black)	3	bxs		
13	Permanent Marker -broad (black)	1	bxs		
14	Permanent Marker -fine (black)	1	bxs		
15	Correction Tape retract	5	pcs		
16	Correction tape refill	10	pcs		
17	HighlighterPen, yellow/green	2	pcs		
18	Record Book 500 pages	1	pcs		
19	Record Book 300 pages	1	pcs		
20	Pucher big	1	pcs		
21	Stapler w/ remover	1	pcs		
22	Staple wire #35 straight	2	pcs		
23	Stamp pad- big violet	1	pcs		
24	Stamp pad- big black	1	pcs		
25	Stamp pad ink - black and violet	1	pcs		
26	Plastic Cover quage 30	3	yards		
27	Styropore	2	unit		
28	Sticky Note 2x3	2	pads		

29	Sticky Note 3x3	2	pads		
30	Scotch Tape (transparent) 1"	1	pcs		
31	Scotch Tape (transparent) 2"	1	pcs		
32	Binder Clip 1"	3	bxs		
33	Binder Clip 2"	3	bxs		
34	Binder Clip small	3	bxs		
35	Paper clip coated small	6	bxs		
36	Paper clip coated big	6	bxs		
37	Double sided tape 1/2" w/ out foam	1	rolls		
38	Double Sided tape 1" w/ out foam	1	rolls		
39	Double Sided tape 1/2" w/ foam	2	rolls		
40	Double Sided tape 1" w/ foam	2	rolls		
41	Elmer's Glue 130g	1	bots		
42	Scissor 7"	1	pc.		
43	Ruler 18"- Hard Plastic	2	pcs		
44	Colored Bond (lime yellow, light green, light pink, Light orange, Light Blue) 5 color per pack)	2	pack		
45	Mailing Envelope Long White	20	pc		
46	Cutter Big	1	pc		
47	Ball Pen with holder and Strings double pen	1	pc		
48	Masking Tape 2"	1	roll		
49	Calulator HL 122 12 digits	1	unit		
50	Carbon paper	1	pack		
51	DTR	1	bundle		
52	Plastic Fastener	1	bxs		
53	Push Pins	1	bxs		
54	Filling tray 3 layers steel black	1	pc		
55	4 slots fast charger for AA and AAA	1	pc		
56	Battery AA rechargeable 1300 mah	1	pack		
57	Battery AAA rechargeable 500 mah	1	pack		
58	battery Double A 4s	2	packs		
59	battery Tripple A 4s	2	packs		
60	Toilet Deodorizer	2	pcs		
61	Alcohol 70% 500ml	3	bots		
62	Alcohol 70% 500ml	3	bots		
63	Alcohol 70% 1 gallon	2	gal		
64	Multi-Insect Killer 500ml odorless	2	bots		
65	Disinfectant Spray 510ml	6	bots		
66	Diswahing Liquid 600ml	2	packs		
67	Bath soap large	2	pcs		
68	Clipboarder long	2	pcs		
69	Dust Pan lata	1	pc		
70	Detergent powder 1000g	2	packs		
71	Fabric Softener 800ml	1	bot		
72	Door math Cloth	2	pcs		
73	Bulb 18 watts led	2	pcs		
74	Multi-Purpose bleach 3785ml	2	pcs		
75	Toilet Brush with cup holder	1	pcs		
76	Toilet Bowl Cleaner 500ml	3	pcs		
77	Laundry Bar/Taba bar	3	pcs		
78	Liquid Soza declogger 500ml	1	bot		
79	Antibacterial Liquid Hand Sopa 420ml	3	pcs		
80	Electical tape big (yellow)	3	roll		
81	Garbage bag medium black	3	packs		
82	Garbage bin stainless steel with pedal small	2	pcs		
83	Pail large	2	pcs		
84	Tabo large	2	pcs		
85	Muriatic acid 500ml	1	pc		
	Wall Clock BRANDED	1	pc		
86	Floor Mop Bucket and wringer with squeezer 1L	1	unit		
87	Cotton 400gms.	1	pack		

88	Broom Soft (Tambo)	1	pc		
89	Broomstick (Tingting)	1	pc		
90	Toilet Plunger	1	pc		
91	Sack big	5	pcs		
92	Chocolate powder 22gms	48	pcs		
93	Coffee 3 in 1 twin pack	48	pcs		
94	Face mask disposable	3	bxs		
95	Flash light big	1	pc		
96	Powdered Milk Swak	48	pcs		
97	Scotch Brite with Sponge	3	pcs		
98	Surgical Gloves ordinary	3	bxs		
99	Brother Ink Black	4	bots		
100	Brother Ink Yellow	2	bots		
101	Brother Ink Cyan	2	bots		
102	Brother Ink Magenta	2	bots		
103	USB 64 gb	1	unit		

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