



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Gloria

Project Number: **2022-001-499 to 533**
Project Title: **Supply and Delivery of Office Supplies and IT Supplies for Second Quarter**

Date: **May 11, 2022**
Quotation No.: **RFQ-2022-025**

Location: **GSO**

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 **May 13, 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	Arc File Portrait (long)	21	pcs		
2	Assorted color paper (short) 250 sheets 80gsm	1	reams		
3	Ballpen, black, 0.5 assorted color	23	boxes		
4	Ballpen, blue 0.5	1	pcs		
5	Ballpen, 0.5 red	1	pcs		
6	Ball pen 0.5 matrix OJ-5	2	tube		
7	Balpen 0.5 (black)	1	box		
8	Ballpen, 0.5, (black, blue, red),50's	2	box		
9	Ballpen, black, 0.7	6	box		
10	Binder clip meduim 1' assorted colors 40's	1	jar		
11	Binder clip, big 2' 12's	8	boxes		
12	Binder clip, medium, 1" 12's	4	boxes		
13	Binder clip, small, 3/4" 12's	1	boxes		
14	Bond paper, A4, s.20	21	reams		
15	Bond paper, long, s.16	20	reams		
16	Bond Paper A3 s20	1	reams		
17	Bond paper, long, s.20	153	reams		
18	Bond paper, short, s.16	10	reams		
19	Bond paper, short, s.20	131	reams		
20	Brown envelop, long	247	pcs		
21	Brown envelop, short	56	pcs		
22	Calculator (any brand)	4	pcs		
23	Calculator (MX-12B) 12 digit	1	pcs		
24	Carbon paper (black/blue)	1	box		
25	Carbon paper (longblue)	1	packs		
26	Cartolina assorted color	60	pcs		

27	Coin envelop (big, brown)	1	box		
28	Colored bond paper (assorted color)	1	reams		
29	Cork board 24x36	1	pcs		
30	Correction tape, 5mmx6m	15	pcs		
31	Correction tape, 5mmx6m, refill	66	pcs		
32	Correction tape 5mm x12m	5	pcs		
33	Correction (fluid) meduim	2	pc		
34	DTR 100's	8	pack		
35	Double sided tape, 1", w/o foam	10	rolls		
36	Double sided tape, 1", w/ foam	2	rolls		
37	Double sided tape 1/2" w/o foam	1	rolls		
38	DVD+ R	20	pc		
39	Expanded envelope (long) (red)	10	pc		
40	Expanded envelope (long) assorted color	30	pcs		
41	Expanded envelop (short)	6	pcs		
42	Expanded envelope (long)	20	pc		
43	Expanded envelope (long) violet	30	pc		
44	Expanded envelope w/ garter, long	10	pc		
45	Expanding long w/ handle	2	pcs		
46	Expanded envelope w/ garter, long, (yellow)	10	pcs		
47	Expanded folder, long,	40	pc		
48	Expanded folder, long, green	54	pc		
49	Expanded Folder, long, dark blue	20	pcs		
50	Fastener assorted color	4	box		
51	Filling tray 3 layers ,steel fix	3	pcs		
52	Folder, white, long	286	pcs		
53	Folder, white, short	89	pcs		
54	Glue, 130g	2	btl		
55	Glue, 473g	1	btl		
56	Highlighter pastel marker pen set of 6 assorted color	1	set		
57	Highlighter marker blue, orange	2	pcs		
58	ID Lace (glossy, green)	50	pcs		
59	Laminating Film	10	pcs		
60	Laminationg Film A4	1	reams		
61	Laminationg Film legal 216m x 330mm	1	reams		
62	Leave card form	1	reams		
63	Magazines rack (big) single	7	pcs		
64	Mailing envelope, white, long	94	pcs		
65	Mailing envelope, white, long	1	box		
66	Masking tape 1"	4	rolls		
67	Masking tape 2" clear	2	rolls		
68	Masking tape 1/2 clear	3	rolls		
69	Metal books end	4	pcs		
70	Notebook size 10.16cm x 15.244 cm	5	pcs		
71	Office paper storage box wooden	1	pcs		
72	Packaging tape #2	2	roll		
73	Packaging tape # 2 brown	2	roll		
74	Packaging Tape clear 2 incx60m)	2	roll		
75	Packaging Tape tan 2 incx60m)	2	roll		
76	Paper cutter (A4 size)	1	pcs		
77	Paper clip, coated 33mm 100's small	1	box		
78	Paper clip, coated 50mm, 100's big	9	box		
79	Pencil eraser, (small)	5	pcs		
80	Pencil no. 2	5	boxes		
81	Permanent marker, broad, black	2	pc		
82	Permanent marker, broad, red	1	pc		
83	Permanent marker, fine, black	4	pcs		
84	Permanent marker, fine, black	1	box		
85	Permanent marker ink, black	1	btl		
86	Photo paper (10pcs, size 3R)	1	pack		
87	Photo paper A4 (gloss) 20's	4	pack		

88	Plastic fastener (long) 8 1/2	1	box		
89	Plastic envelop, long	61	pcs		
90	Puncher (heavy duty)	1	pcs		
91	Receiving Stamp wood w/ layout	1	pcs		
92	Receiving Stamp w/ layout	1	pcs		
93	Rubber Bond 50gms (thick) (yellow)	1	box		
94	Rubber Bond 350gms (thick) (yellow)	1	box		
95	Record book (200 leaves)	5	pc		
96	Record book (300 leaves)	9	pcs		
97	Record book (500 leaves)	9	pcs		
98	Record book mini size 150 leaves	3	pc		
99	Record Book mini size 200 leaves	3	pc		
100	Ring binder 1 3/4 (round plastic) black	10	pcs		
101	Ruller 12", plastic	4	pcs		
102	Stamp pad ink (violet) (475ml)	1	btl		
103	Stamp pad (violet)	1	pcs		
104	Stamp pad ink (violet)	2	btl		
105	Scissors, 8", symmetrical	8	pcs		
106	Scissor 7 " Satinless Steel	1	pcs		
107	Scissor big	2	pcs		
108	Scotch tape 1" clear	56	pcs		
109	Scotch tape 2" clear	3	pcs		
110	Shoe lace 18' round white	5	pairs		
111	Shoe lace (any color)	20	pairs		
112	Sign pen 0.3 C-3 refill black	3	pc		
113	Sign pen 0.3/C.3/C-4 (black)	8	pc		
114	Sign pen 0.3/C.3/C-4 (red)	9	pc		
115	Sign Pen, 0.4, black	1	pcs		
116	Sign Pen, 0.5, blue	2	pcs		
117	Sign Pen, 0.5, black	11	boxes		
118	Sign Pen, 0.5, black	10	pcs		
119	Sign Pen, 0.4, blue	6	pcs		
120	Sign Pen Hi- Techpoint V10 Grip	13	pcs		
121	Sign Pen Hi- Techpoint V10 Grip (blue)	3	pcs		
122	Stamp pad meduim	1	pcs		
123	Staple wire, no.35, straight	24	boxes		
124	Stapler curve	1	pcs		
125	Stapler w/ remover steel	2	pc		
126	Staple w/ remover (big)	4	pc		
127	Staple wire, no.35, curve	4	boxes		
128	Staple wire remover	6	pcs		
129	Stapler wire remover	1	pcs		
130	Sticky note 2x3	9	pads		
131	Sticky note 2x5	8	pads		
132	Sticky note 3x3	8	pad		
133	Sticky note 3x4	4	pad		
134	Sticky note, strip size, plastic	9	pads		
135	Super color refill ink (black)	1	pcs		
136	Sticker paper 20's	2	pack		
137	Storage box w/ easy roll-on wheels 110 L (white)	3	pcs		
138	Tape Dispenser for 1"	1	pc		
139	Tape dispenser small	1	pc		
140	Vellum Paper Long (cream) (230gsm)	3	packs		
141	Vellum Paper Short Cream (230gsm)	1	packs		
142	Vellum paper long (light yellow) gsm 90	3	packs		
143	Word x Paper 200gsm 10 sheet	5	pack		
144	Vellum paper (long) 70gsm	10	pack		
145	Vellum paper (short) 70 gsm	5	pack		
146	Vellum paper P cream short 8 1/2 x 11 (80gsm) thin	25	packs		
147	Vellum paper white short 8 1/2 x 11 (180gsm)	20	packs		
148	Whiteboard marker, black	1	pc		

149	Whiteboard marker, black	1	box		
150	Wyteboard marker refill ink (black)	1	btl		
151	Yellow paper	1	pads		
IT SUPPLIES & ACCESSORIES					
152	AVR 1000 watss capacity	1	unit		
153	Brother TN 2280 (toner) (DCP-7065DN)	1	pc		
154	Computer ink refill 790 (black)	2	btl		
155	Computer ink refill 790 (cyan)	1	btl		
156	Computer ink refill 790 (magenta)	1	btl		
157	Computer ink refill 790 (yellow)	1	btl		
158	Epson ink 003, black	9	btls		
159	Epson ink 003, cyan	1	btls		
160	Epson ink 003, magenta	1	btls		
161	Epson ink 003, yellow	1	btls		
162	Epson Ink 664, black	16	btls		
163	Epson Ink 664, cyan	3	btls		
164	Epson Ink 664, magenta	2	btls		
165	Epson Ink 664, yellow	2	btls		
166	Epson Ink 664, (B,Y,C,M)	2	set		
167	Mouse, usb wired,	1	pcs		
168	Mouse pad (plain)	9	pcs		
169	Wireless keyboard/mouse	3	pcs		
170	USB port (gray)	1	pcs		
171	USB, 16 GB, any color, w/ cover	2	pcs		
172	USB, 32 GB, any color, wd cover	3	pc		
173	USB, 64gb	1	pcs		
174	UPS 500V	1	units		

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