



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Gloria

Project Number: **2022-016-926 to 947**

Date: **August 11, 2022**

Project Title: **Supply and delivery of Consolidated Office Supplies for Third Quarter**

Quotation No.: **RFQ-2022-055**

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 **August 16, 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) 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	Acrylic brochure holder 11cmx 16cm 3 layers	2	pcs		
2	Acitrate film A4	30	pcs		
3	Arc File Landscape (L)	5	pcs		
4	Arc File Portrait Orientation (long)	2	pcs		
5	Ballpen, black, 0.5	17	boxes		
6	Ballpen, black, 0.5	1	boxes		
7	Ballpen, black 0.7 (black) assorted color	14	boxes		
8	Ballpen, black	1	boxes		
9	Ballpen 0.5 red	1	boxes		
10	Ballpen, 0.5, (black, blue, red)	1	box		
11	Ballpen w/ holder and string single pen (black)	9	pcs		
12	Binder clip meduim 1' assorted colors 40's	1	jar		
13	Binder clip, medium, 1" 12's	9	boxes		
14	Binder clip, small, 3/4" 12's	6	boxes		
15	Binder clip, big 2' 12's	7	boxes		
16	Bond paper, A4, s.20	11	reams		
17	Bond paper, long, s.20	153	reams		
18	Bond paper, short, s.16	1	reams		
19	Bond paper, short, s.20	105	reams		
20	Bookmark sticky flags/flourescent transparent index tabs	50	pack		
21	Brown envelop, long	253	pcs		
22	Brown envelop, short	30	pcs		
23	Clipboard (L) plastic	2	pcs		
24	Calculator Electronic 12 digits	1	pcs		
25	Calculator 12 digits	2	pcs		
26	Calculator (Mx12B) 12 digits	1	pcs		
27	Carbon paper (black, blue) (L) 10's	1	pack		
28	Cartolina assorted color	10	pcs		
29	Cartolina (light color)	10	pcs		

30	Certificate paper (short) cream	1	reams		
31	Coin envelop (big #8 1/2) (7.5x 4)	1	box		
32	Colored Bond paper, Assorted color (long)	1	reams		
33	Colored Bond paper, Assorted color (long)	2	pack		
34	Correction tape, 5mmx6m	8	pcs		
35	Correction tape, 5mmx6m, refill	50	pcs		
36	Correction tape, 5mmx6m, refill	1	box		
37	Correction tape,	24	pcs		
38	Correction tape, 5mm x12 m	3	pcs		
39	Cork board 12' x 10'	3	pcs		
40	Cork board 12' x 12'	2	pcs		
41	Cork board 24" x 36"	1	pc		
42	Cutter (heavy duty)	5	pcs		
43	Cutter (big)	2	pcs		
44	DTR 1000's	2	pack		
45	Double sided tape, 1", w/o foam	5	rolls		
46	Double sided tape, 1", w/ foam	2	rolls		
47	DVD+ R	30	pc		
48	Eraser	2	pcs		
49	Expanded envelope w/ garter (long) (assorted color)	20	pc		
50	Expanded envelope w/ garter, long, (red)	10	pcs		
51	Expanded envelope w/ garter, long, (yellow)	10	pcs		
52	Expanded Folder, long, dark blue	20	pcs		
53	Expanded folder, long, green	10	pcs		
54	Expanding file folder w/ handle (L)(black,blue,violet)	3	pcs		
55	Expanded folder(L)	10	pcs		
56	Folder, white, long	291	pcs		
57	Folder, white, short	40	pcs		
58	Glue, 130g	1	btl		
59	Glue 240g	2	btl		
60	Highlight marker, green	1	pc		
61	Highlight marker, neon	1			
62	Highlight marker, yellow	1	pcs		
63	Laminating Film (legal size)	50	pcs		
64	Laminating Film 10's	1	pack		
65	laminating film roll 12" thick	1	roll		
66	Masking tape 1"	4	rolls		
67	Notebook size 10.16 cm x 15.24 cm	12	pcs		
68	Number stamp 10 digits	1	pc		
69	Packing tape #2	2	pcs		
70	Packing tape #2 (brown)	2	pcs		
71	Paper clip, coated 33mm 100's small	6	box		
72	Paper clip, coated 50mm, 100's big	2	box		
73	Pencil Sharpener (desk type)	1	pcs		
74	Pencil eraser, (small)	6	pcs		
75	Pencil no. 1	2	box		
76	Pencil no. 2	4	boxes		
77	Permanent marker, broad, black	1	box		
78	Permanent marker, fine, black	2	pcs		
79	Permanent marker ink, black	2	btl		
80	Photo paper A4 (gloss) 20's	5	pack		
81	Plastic folder (L)	20	pcs		
82	Plastic envelop, long	58	pcs		
83	Puncher (big)	1	pcs		
84	Push Pin (assorted color)	1	box		
85	Plastic fastener, assorted colors	5	boxes		
86	Plastic fastener, (L) 8 1/2	1	boxes		
87	Rubber Bond 50gms (thick) (assorted color)	1	box		
88	Record book (200 leaves)	6	pc		
89	Record book (300 leaves)	8	pcs		
90	Record book (500 leaves)	3	pcs		
91	Record book mini size 150 leaves	3	pc		
92	Red pudding glue 250g	1	btl		
93	Ruller 12", plastic	7	pcs		

94	Ruller 12", stainless	1	box		
95	Scissors, 8",symmetrical	4	pcs		
96	Scissor (big) 19.5	5	pcs		
97	Scissor 7 " Satinless Steel	5	pcs		
98	Scissors (heavy duty)	10	pcs		
99	Scotch tape 1" clear	70	pcs		
100	Scotch tape 2" clear	4	pcs		
101	Scoth tape 1/2' x 50 meter (transparent)	1	roll		
102	Shoe lace (violet)	10	pairs		
103	Shoe lace for thick voucher (black)	15	pairs		
104	Shoe lace for thick voucher (blue)	15	pairs		
105	Shoe lace for thick voucher (round)	50	pairs		
106	Sign pen 0.3 (black)	7	pcs		
107	Sign Pen, 0.4, refill (black)	4	pcs		
108	Sign Pen, 0.5, black	6	boxes		
109	Sign Pen, .5mm, black	1	boxes		
110	Sign Pen, 0.5, blue	2	boxes		
111	Sign pen 0.7 (black)	2	boxes		
112	Sign pen 0.7 (blue)	3	boxes		
113	Sign pen 0.7(blue)	1	boxes		
114	Sign Pen Hi- Techpoint V10 Grip	6	pcs		
115	Sign Pen Hi- Techpoint V10 Grip (green)	1	pc		
116	Signature stamp	1	pc		
117	Stamp pad w/ ink violet (meduim) #3	1	set		
118	Stamp pad ink , violet big	1	btl		
119	Staple wire, no.35, straight	23	boxes		
120	Stapler w/ remover big	4	pc		
121	Stapler w/ remover	3	pc		
122	Sticky note 2x3	20	pads		
123	Sticky note 2x5	12	pads		
124	Sticky note 3x3	13	pad		
125	Sticky note 3x4	10	pads		
126	Sticky note, strip size, plastic	10	pads		
127	Sticky note, strip size, plastic (violet)	3	pads		
128	Tape Dispenser for 1" big (violet)	1	pc		
129	Type writer ribbon	2	pcs		
130	Vellum paper P;cream short 8 1/2 x 11 (80gsm) thin	10	packs		
131	Vellum paper P;white short 8 1/2 x 11 (180gsm)	10	packs		
132	Vellum Paper Long (cream) (210gsm)	3	packs		
133	Vellum Paper Short Cream (210gsm)	1	packs		
134	Word x Paper 200gsm 10 sheet	5	pack		
135	Whiteboard marker Ink	2	bottle		
136	Whiteboard marker, black	13	pc		
137	Yellow paper	8	pads		
	Total				

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