



REQUEST FOR QUOTATION
No. 2024-008

Date: January 19, 2024

Gentlemen:

Please quote at your **government price/s, taxes included**, and such terms and conditions that you may counter-propose for articles and/or services enumerated below. You may submit your quotation duly signed by your representative not later than **January 23, 2024 at 9:00 am** in an envelope. In case of late submission and unresponsive quotations, the Institute reserves the right to reject any or all bids/offers/quotations.

Very truly yours,

Sgd

VIANNEY T. OJERIO
 BAC Chairperson

PR Number:	2024-01-011	ABC:	₱ 223,564.39		
Purpose of Request:	For office and training use for FY 2024				
Delivery Period:	Within 15 days upon receipt of Purchase Order	Place of Delivery:	Banga, Aklan		
Details of Procurement:	Supply and Delivery of the items/services stated below. Please see attached design (if any) for reference.				
Schedule of Prices:					
Lot #	Particulars	Qty	Unit	Unit Cost	Total Cost
	ALCOHOL, Antiseptic Disinfectant w/moisturizer, Isopropyl, 68%-70%, 500ml	107	bottle	₱	₱
	ALCOHOL, Antiseptic Disinfectant w/moisturizer, Isopropyl, 68%-70%, 60ml	207	bottle		
	ARCH FILE, 2" (side clip), all steel arch file mechanism and taglia lock, black	100	piece		
	ARCH FILE, 3" (side clip), all steel arch file mechanism and taglia lock, green	100	piece		
	BALLPEN, 0.5 (black)	2370	piece		
	BALLPEN, 0.5 (blue)	140	piece		
	BALLPEN, 0.5 (red)	70	piece		
	BOND PAPER, Letter (8 1/2" x 11"), S-20, 70 gsm, Multi-purpose, 500 sheets/ream	79	ream		
	BOND PAPER, Legal (8 1/2" x 13"), S-20, 70 gsm, Multi-purpose, 500 sheets/ream	50	ream		
	BOND PAPER, A4 (210 x 297 mm), S-20, 70 gsm, Multi-purpose, 500 sheets/ream	79	ream		
	CALCULATOR, compact, electronic, 12 digits	12	unit		
	CALCULATOR, 14 digits, Heavy Duty	5	unit		
	CARBON FILM, PE, black, size 216mm x 330mm	1	pack		
	CARTOLINA, Pre-cut, long, assorted color, 10sheet/pack	100	pack		
	CHALK, molded, white, dustless, length: 78mm min	6	box		
	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	10	box		
	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	10	box		



CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	10	box		
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	10	box		
COLORED PAPER, Letter (8 1/2" x 11"), 80gsm, Assorted colors, 250 sheets/pack	4	ream		
COLORED PAPER, Letter (8 1/2" x 13"), 80gsm, Assorted colors, 250 sheets/pack	4	ream		
CUTTER BLADE, L:100mm; W:16mm; Thickness: 0.40mm, w/seven (7) easy snap off blade sections	10	tube		
CUTTER KNIFE, Stainless Steel Blade sliding track, big	20	pc		
DATA FILE BOX, made of chipboard, with closed ends	10	box		
DATA FOLDER, made of chipboard, taglia lock	10	pcs.		
DISPOSABLE GLOVES	2	box		
DOUBLE-SIDED TAPE, w/out foam, 1" wide, small roll	20	roll		
ENVELOPE, DOCUMENTARY, for A4 size document	1	box		
ENVELOPE, DOCUMENTARY, for legal size document	1	box		
ENVELOPE, Expanding, legal, with string and eyelet or elastic strap, 100pcs/box	1	box		
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100pcs/box	1	box		
ERASER, FELT, for blackboard/whiteboard	10	piece		
FASTENER, METAL, 70mm between prongs	5	box		
FILE ORGANIZER, expanding, plastic, 12 pockets	5	piece		
FOLDER, fancy, white, A4, 14 point, 50pcs/bundle	1	bundle		
FOLDER, fancy, white, legal, 14 points, 50pcs/bundle	1	bundle		
FOLDER, L-TYPE, PLASTIC, for A4 size documents, 50 pcs/pack	1	pack		
FOLDER, L-TYPE, PLASTIC, for legal size documents, 50 pcs/pack	1	pack		
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pcs/box	1	box		
FOLDER WITH TAB, A4, 100 pcs/pack	1	pack		
FOLDER WITH TAB, Legal, 100 pcs/pack	1	pack		
GEL PEN, fine point, ballpoint, 0.5mm, black & blue	40	piece		
GLUE STICK, small	5	pack		
GLUE, all purpose, gross weight: 200 grams min	48	jar		
GLUE, 130g, white, non toxic-safe	20	tube		
ID JACKET, horizontal, vertical, w/sling, transparent, A2	1765	pc		
LAMINATING FILM, Long, 100pcs/pack	1	pack		
ENVELOPE, MAILING, white, 80gsm (-5%), long, 500 pcs/box	1	box		
MARKER, whiteboard, black, felt tip, bullet type	50	pcs.		
MARKER, Whiteboard, blue, bullet-type	25	pc		



NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	50	pad		
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	50	pad		
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	50	pad		
PAPER CLIP, vinyl/plastic coat, length: 32mm min	48	box		
PHOTO PAPER, glossy, waterproof, A4, 10 pcs./pack	25	pck		
PUNCHER, paper, heavy duty, with two hole guide	5	unit		
PUSH PIN	5	pack		
RECORD BOOK, 500 PAGES	5	book		
RUBBER BAND, 70mm min lay flat length (#18)	2	box		
SCISSORS, symmetrical, blade length: 65mm min	25	pair		
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	145	piece		
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	50	piece		
SPECIALTY PAPER, 8.5" x 13", 120gsm, 10pcs/pack, Pale Cream, Laser & Inkjet Compatible	195	pack		
SPECIALTY PAPER, A4, 200gsm, 10pcs/pack, Pale Cream, Laser & Inkjet Compatible	65	pack		
STAMP PAD, FELT, bed dimension: 60mm x 100mm, plastic or metal or a combination of plastic and metal, assorted colors (black, violet, blue & green)	20	pad		
STAMPING DATER, Self-ink stamp	5	piece		
STAPLE WIRE REMOVER, Plier-type, metal	20	piece		
STAPLE WIRE, STANDARD, (26/6)	48	piece		
STAPLE WIRE, for heavy duty staplers, (23/13)	48	box		
STAPLER, STANDARD TYPE, load cap: 200 staples min	20	piece		
STICKER PAPER, long, 10's per pack, glossy	10	pack		
TAPE DISPENSER, TABLE TOP, for 24mm width tape	5	piece		
TAPE, MASKING, width: 48mm (±1mm)	16	roll		
Total Cost				₱

Eligibility documents for submission:

- Mayor's/Business Permit
- BIR Certificate of Registration
- PhilGEPs Registration Number/Red Membership
- Notarized Omnibus Sworn Statement
- Income Tax Return
- Professional License/Curriculum Vitae (*Consultation Services*)
- PCAB License (*Infrastructure*)
- Manual of specifications, warranty certificate, and pictures
- Bank Details (*to be submitted by winning bidder upon issuance of Purchase Order*)
- Email Address: _____
- Telephone/Mobile Number: _____



I hereby certify that I am in a position to furnish the above articles/or services at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute - Regional Training Center VI, ASU Compound, Banga, Aklan.

Name and signature of Authorized Representative: _____

Company Name: _____

Price validity: _____

Canvassed by: _____

Warranty period: _____

Date: _____