



**REQUEST FOR QUOTATION**

DATE: Apr. 1, 2022

**PURCHASE REQUEST NO.: ADMIN FUND 2022-03-56A**

CANVASS NO. 56

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposefully for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached here with.

Very truly yours:

*Editha S. Vinuya*  
**EDITHA S. VINUYA**  
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	10	pack	1 Index Tabs Stick Strong Color Family: Yellow/White Size & Spec: 44x25mm tab Spec 1: with plastic dispenser box Spec 2: 2x50 sheets Spec 3: "SIGN HERE" and arrow marking square tab 26cm Ringlight with tripod 40m Kraft paper roll 24in width A3 Size Cutting Mat/Cutting Pad with self-healing technology Acetate		
	2	unit	Adhesive, reusable, glue tack, 75 GSM (120pcs/pack)		
	1	roll	Ball point, black color, 0.5mm, length: 15cm, features: large capacity, replaceable, smooth writing, fast dry		
	3	pc	Ball point, blue color, 0.5mm, length: 15cm, features: large capacity, replaceable, smooth writing, fast dry		
	10	roll	Ballpen - FO-GELB08, 0.5, Black (12pcs/box)		
	11	pack	Ballpen - FO-GELB08, 0.5, Blue (12pcs/box)		
	15	pc	Ballpen - FO-GELB08, 0.5, Red (12pcs/box)		
	15	pc	Ballpen CX-5, Black, 0.5, 12 per box		
	33	box	Ballpen CX-5, Blue, 0.5, 12 per box		
	32	box	Ballpen CX-5, Red, 0.5, 12 per box		
	3	box	Binder Clip, Backfold, 41mm, 12 pcs per box		
	24	box	Binding and punching machine, 50mm binding capacity		
	23	box	Blade, for general purpose cutter/utility knife		
	2	box	Book envelope (packed)		
	1	unit	Book-ends, Heavy duty (packed)		
	22	pc	Bulldog spring clip, 3 inches (6pcs/box)		
	100	pack	Clear Folder, Legal		
	100	pack	Clearbook, 20 transparent pockets, A4		
	2	box	Clearbook, 20 transparent pockets, Legal		
	50	pc	Clip, backfold, 19mm		
	55	pc	Clip, backfold, 25mm		
	47	pc	Clip, backfold, 32mm		
	130	box	Clip, backfold, 50mm		
	118	box	Clipboard, legal		
	74	box	Computer Continuous Form 2 ply, 280 X 241mm		
	51	box	Corkboard (12 x 24 in) with aluminum frame		
	5	pc	Correction Fluid Waterbase, 20ml		
	1	box	Correction Tape, 8m		
	9	pc	Corrugated Box, Big 33x33x32		
	2	bottle	Crayons, Jumbo		
	82	pc	Cutter, Snap Blade, Big		
	500	pc	Cutter, Snap Blade, Small		
	30	box	Cutter/utility Knife, for general purpose		
	13	pc	Data File Box		
	50	pc	Data Folder w/ mechanism, horizontal legal, dark blue (arch file) 9 x 15 inches		
	52	pc	Data folder w/ mechanism, vertical, legal, dark blue (arch file)		
	50	pc	Dating and stamping machine		
	4	pc	Desk File Organizer, 3 tier with 1 extra file sorter drawer mesh, 14.53" x 9.57" x 7.17"		
	2	pc	Desk File Organizer, 5 tier with 1 extra file sorter drawer mesh, 14.53" x 9.57" x 7.17"		
	2	pc	Desktop Sharpener		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
5		pc	Double sided tape with foam 1/2 thickness		
6		tube	Drawing tube blueprint case telescoping art tube large plastic black storage tube expandable plastic waterproof and light resistant poster tube with strap		
2		unit	Electric Fan, industrial, ground type		
5		unit	Electric Fan, stand type		
500		box	Envelope, corporate, A4 w/ C2S 100 material		
500		pc	Envelope, corporate, A4 w/ printing book 60 material		
34		box	Envelope, documentary, A4		
32		box	Envelope, documentary for legal size document		
11		box	Envelope, expanding, kraft, legal		
90		pc	Envelope, expanding, plastic		
2		box	Envelope, mailing		
1		box	Envelope, mailing, with window		
1		box	Envelope, special white/box		
3		ribbon	Epson LX-310 S015632 (18.0 meters/59.0 feet) Ribbon Cartridge		
		cart			
62		pc	Eraser, plastic/rubber		
6		pc	Extension cord (3 gang, 3 meters)		
24		pc	Extension cord (6 feet cable length, 6 gang, tri-function switch)		
7		pc	Extension cord (heavy duty, Multipurpose 5 gang, 3 meters)		
45		box	Fastener, plastic, 50 sets per box		
40		pc	File organizer, expanding, plastic, legal		
45		set	File tab divider, bristol board, for A4		
50		pc	Filing folder, legal, color green without tab		
23		pc	Folder divider JC 9004 A4, 10 tabs plastic, 11 holes, assorted color		
50		pc	Folder press board A4 size		
1		box	Folder press board legal size (100pcs/box)		
25		bundle	Folder, fancy, with slide, A4		
5		bundle	Folder, fancy, with slide, legal		
9		pack	Folder, L type, A4		
30		pack	Folder, L type, legal		
3		pack	Folder, Morocco Paper, Dark Blue, Legal (50pcs/pack)		
2		box	Folder, pressboard		
2		pack	Folder, with tab, A4		
2		pack	Folder, with tab, legal		
47		jar	Glue, all purpose		
15		pc	Glue, white (for bonding wood, paper, cardboard, and other heavy materials), 1 kilo		
5		pc	Heavy duty adhesive glue		
2		pc	Heavy duty paper cutter blade, 6 inches with free 3 pcs cutter blade, size: 6 inches blade, color: yellow and red, material: stainless steel + plastic, packaging: 1 pc cutter and 3 pcs cutter blade		
119		pc	Hi Tech Point Rollerball Pen BXV5 Blue 0.5mm		
12		pc	Highlighter pen, yellow		
6		pc	Hotmelt glue gun		
10		pc	Hotmelt glue stick		
20		box	Index Tab, self-adhesive, transparent		
10		pack	Index tabs size & spec.: 44x12mm tab, material: BOPP, glue Color: Pink, orange, yellow, green, blue, ASST. Bright Color Spec. 1: Width PVC Sheet holder, Spec. 2: 5x20 sheets, Spec. 3: Full color square tab, Spec. 4: 0.05mm PP film - - Strong viscosity but without glue mark after using detachable and repositionable. - Convenient easy to write - Obvious mark - Bright color tabs are easy to index. 5 colorful tabs per pack		
2		ribbon	Ink Ribbon/cartridge for amano BX-1600 Ink Black		
		cart			
29		bottle	Ink, for stamp pad		
2		ream	Laminating film A4 250MIC 100 pcs per ream 216mm x 303mm		
5		ream	Laminating film pouches A4 250MIC 100pcs per ream 216mm x 303mm		
3		pack	Laminating film, A3, 250mic (100pcs/pack)		
46		pack	Laminating film, legal, 20pcs/pack		
4		pack	Laminating pouches, 100mm x 150mm, 250mic 100pcs per /pack		
2		unit	Laminator machine up to A3 size		
1		unit	Laminator machine up to A4 size		
15		pc	Laundry marker (xylene free) color black		
20		pc	Lever Arch File (Legal: 8.5 x 14")		
10		pc	Magazine File Box, Large		
10		pc	Magazine File, Horizontal, (Dark Blue) 15.5 x 4.5 x 9.5inches		
20		pc	Magazine File, Vertical, H-11.5" x W-10" size (Dark Blue)		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
10		pc	Magfile Closeq (Black, Horizontal, Legal)		
8		pc	Magic Pencil Assorted design with cap and eraser		
63		pc	Manila Paper		
4		pc	Manual saddle stitch center seam stapler hand		
30		pc	Marker, fluorescent		
25		pc	Mechanical folder, horizontal, blue, legal		
10		pc	Mechanical folder, vertical, black		
9		pc	Mega box, (L120, with wheels)		
10		pc	Meter stick - 1meter		
30		pc	Note Pad (6" x 4"), stick-on, with lines, 100 sheet/pad		
80		pad	Note Pad, stick on, 3" x 3"		
107		pad	Note Pad, stick on, 50mm x 76mm (2" x 3") min		
64		pad	Note Pad, stick on, 76mm x 100mm (3" x 4") min		
10		pack	Page Markers, 8 assorted colors/pack		
285		box	Paper Clip, vinyl/plastic coated. 33mm		
113		box	Paper Clip, vinyl/plastic coated. 50mm		
1		unit	Paper Cutter, metal base with paper adjuster and auto-paper pressing bar, 10 x 12 cutting surface		
3		unit	Paper Shredder		
1		unit	Paper Trimmer/ Cutting Machine, table top		
2		bottle	Paste Water Well w/ spatula, 200g		
9		box	Pencil 482 No. 2 Medium, lead, with eraser (12pcs/box)		
39		pc	Pencil Sharpener, manual, single cutter head		
50		box	Pencil, lead with eraser		
11		pc	Philippine National Flag		
4		roll	Plastic cover		
5		pc	Plastic envelope (long w/ zipper and holder, transparent)		
45		pc	Plastic Envelope (long)		
5		pc	Plastic File Folder, L-type, A4 size		
15		pc	Plastic File Folder, L-type, Legal size		
40		box	Plastic Notes Film PE-15 (neon colors) self adhesive (250 index)		
26		pad	Post it note pad/sticky note pad 1.5 x 2 inches		
20		pad	Post it note pad/sticky note pad 3 x 5 inches		
25		pad	Post it note pad/sticky note pad 4 x 4 inches		
4		pad	Post it note pad/sticky note pad 4 x 6 inches, Yellow		
16		pc	Puncher, paper, heavy duty		
35		box	Push pin, 100 pieces per case		
31		book	Record Book, 300 pages, size: 214mm x 278mm min		
57		book	Record Book, 500 pages, size: 214mm x 278mm min		
2		box	Retractable Pen 0.7, color black, smooth writing, 10 pcs per box		
3		box	Retractable Pen 0.7, color blue, smooth writing, 10 pcs per box		
1		Ribbon cart	Ribbon for bundy clock (model: Coromano 9000)		
4		Ribbon cart	Ribbon for manual typewriter, in box with each spool individually wrapped in plastic		
10		roll	Ribbon, polyester satin, 1/4", 50 yards, blue		
30		bundle	Ring Binder, plastic, 32mm		
112		box	Rubber Band, No. 18		
10		pc	Scissors, heavy duty, big		
317		pc	Sign Pen, Black		
313		pc	Sign Pen, Blue		
6		pc	Sign Pen, Green, Liquid Gel ink (0.5mm needle)		
64		pc	Sign Pen, Red		
10		pack	Special Paper (160 gsm, short)		
100		pack	Special Paper (8 1/2 x 11", 120 gsm)		
8		bottle	Stamp Pad Ink, black, 28ml		
8		bottle	Stamp Pad Ink, blue, 28ml		
2		bottle	Stamp Pad Ink, green, 28ml		
10		bottle	Stamp Pad Ink, purple or violet, 28ml		
2		bottle	Stamp Pad Ink, red, 28ml		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	5	pc	Stamp Pad, felt		
	19	pc	Staple Remover, plier type		
	9	box	Staple Wire 23/7		
	11	box	Staple Wire 23/8		
	50	box	Staple Wire 135mm		
	111	box	Staple Wire, heavy duty, binder type, 23/13		
	73	box	Staple Wire, standard		
	5	pc	Stapler, heavy duty		
	15	unit	Stapler, heavy duty, binder type		
	60	pc	Stapler, standard type		
	8	pack	Sticky Index Tabs Writable Colored Flat Arrow Single, size: 4.5 x 1.2cm/ 1.77 x 0.47 inch, 5 colors per pack 125 pcs per pack		
	15	pack	Sticky Note Stylish Film Index #1		
	17	pack	Sticky Note Stylish Film Index #6		
	13	pack	Sticky Tabs Sign Here, yellow, 44 x 25mm. 100 sheets		
	2	pc	Tape Dispenser, handheld, heavy duty, all size of tape		
	20	pc	Tape Dispenser, table top		
	5	set	Tape 3D PVC Embossing Tape (5 set), black, green, blue, yellow, red, 9mm x 3meter		
	5	roll	Tape, clear nano, strongly sticky double sided adhesive 30mm x 3m		
	12	roll	Tape, double sided (24mm x 10meters)		
	60	roll	Tape, double sided , mounting bonding foam type, 1" x 5meter		
	10	roll	Tape, double sided, tape tissue 24mm x 10m		
	12	roll	Tape, duck tape, 2 inches		
	115	roll	Tape, masking, 24mm		
	94	roll	Tape, masking, 48mm		
	100	roll	Tape, packaging, 48mm		
	20	roll	Tape, transparent (18mm x 50meters)		
	110	roll	Tape, transparent , 24mm		
	88	roll	Tape, transparent , 48mm		
	55	roll	Tape, VHB, double sided adhesive tape fome type, waterproof, heavy duty 20mm		
	27	box	Thumb tacks		
	4	pc	Self Inking Stap (Paid & Receiv) (Head, General Services)		
	113	roll	Twine, plastic		
	8	pc	Universal Power Socket Extension with 3 AC Sockets and 6 USB Ports		
	13	roll	Wrapping Paper, 50 sheets per pack, roll		
	10	pad	Yellow Pad, 80 leaves, 40 gsm		

**PURPOSE:**

Consolidated common office supplies for 1st Semester FY 2022

Pls. submit the following eligibility documents:

- Mayor's/Business Permit
- Income Tax Return
- Notarized Omnibus Sworn Statement
- PhilGEPS Registration Number/Red Membership
- Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) 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, Elliptical Road, Diliman, Quezon City

MODEL: \_\_\_\_\_  
DELIVERY PERIOD: \_\_\_\_\_  
WARRANTY PERIOD: \_\_\_\_\_  
PRICE VALIDITY: \_\_\_\_\_  
CANVASSER BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature Over printed name of proprietor/Manager  
or Authorized Representative