



REQUEST FOR QUOTATION

DATE: Oct. 27, 2022

PURCHASE REQUEST NO.: PAD (BINHI) FUND 2022-10-65

CANVASS NO. 70

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely 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:

EDYTHA S. VINUYA

BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
			Common Supplies		
	5	unit	Mouse (Wireless USB)		
	5	pc	Mouse pad		
	1	unit	3D Labelling Machine LT Handheld PVC Embossing Label printer, Suitable for 9mm label)		
	1	unit	Binding and punching machine (Binding capacity: 50mm)		
	1	pc	Paper trimmer/cutting machine (Table top)		
	1	unit	Laminator machine (Up to A3 size)		
	1	unit	Paper shredder		
	3	unit	Wireless Presentation Clicker/Pointer Remote with Green Laser Pointer		
	5	pcs	Extension Cord (6 feet cable length, 6 gang, tri-function switch)		
	100	pc	Certificate Holder (2-fold, A4 size, Green with Gold, with ATI Logo)		
	10	pc	Tape dispenser (Table top)		
	50	pc	Tape (Masking, 24mm)		
	50	pc	Tape (Masking, 48mm)		
	50	pc	Tape (Packaging, 48mm)		
	50	pc	Tape (Transparent, 24mm)		
	50	pc	Tape (Transparent, 48mm)		
	50	pc	Clipboard (Legal)		
	20	bottle	Alcohol (Ethyl, 68%-72%, 500 mL)		
	2	roll	Acetate		
	2	ream	Laminating film pouches (A4, 250mic, 100 pcs per ream, 216mm x 303mm)		
	10	pack	Laminating film (A3, 250mic, 100pcs per pack)		
	10	pack	Laminating film (Legal, 20 pcs per pack)		
	5	pack	Laminating pouches (250 mic, 100mm x 150 mm, 100 pcs per pack)		
	50	pack	Sticker paper (A4, Ink jet, 80 gsm)		
	50	pad	Yellow pad (80 leaves, 40 gsm)		
	200	pcs	Notebook (Stenographer)		
	20	ream	Paper, long size, 8.5" x 13" (80GSM, Assorted colors)		
	50	pack	Wrapping paper (Kraft)		
	50	pack	Photo paper (A4, Glossy, 10 pcs per pack)		
	50	pack	Photo paper (A4, Matte, 10 pcs per pack)		
	50	pack	Sticker paper (A4, Glossy, 10 pcs per pack)		
	50	pack	Sticker paper (A4, Matte, 10 pcs per pack)		
	50	pack	Velum paper (A4)		
	200	ream	Bond paper (A4, 80 gsm)		
	200	ream	Bond paper (Legal, 80 gsm)		
	20	book	Record book (500 pages, 214mm x 278 mm, min)		
	30	pack	Battery (Dry cell, AA)		
	30	pack	Battery (Dry cell, AAA)		
	50	can	Disinfectant-spray (Aerosol type, 320ml)		
	50	can	Air freshener (Aerosol type)		
	50	can	Furniture cleaner (Aerosol type)		
	50	bottle	Liquid hand sanitizer (500 mL)		
	50	bottle	Liquid hand soap (500 mL)		
	50	gal	Dishwashing Liquid		
	10	pc	Wastebasket (non-rigid plastic)		
	50	pack	Trashbag (black 940mm x 1016mm)		
	10	pc	Rags (All cotton)		
	5	pc	Broom (Soft, tambo)		
	5	pc	Dust pan (non-rigid plastic)		
	30	pc	Flash Drive, 32 GB		
	50	pc	Data File Box		
	30	pc	Book ends, heavy duty		
	40	pc	Ruler (Plastic, 450mm)		
	30	pc	Stapler (Standard type)		
	10	pc	Cutter (Heavy Duty, 18mm)		
	10	pc	Cutter, Snap Blade, Small		
	20	pc	Scissors (Symmetrical)		
	10	pc	Puncher, heavy duty		
	50	pc	Clearbook (20 transparent pockets, A4)		
	50	pc	Clearbook (20 transparent pockets, Legal)		
	50	pc	Highlighter pen (Yellow)		
	20	pack	Plastic envelope (Long, with zipper, transparent)		
	20	pack	Plastic envelope (Long)		
	200	pc	Plastic envelope (Expanding, with holder)		
	25	pc	Data Folder w/ Mechanism, Vertical, Legal, Black (Arch File)		
	5	pc	HDMI to HDMI cable (5m)		
	30	box	Paper clip (Vinyl/Plastic coated, 33mm)		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	30	box	Paper clip (Vinyl/Plastic coated, 50mm)		
	30	pack	Page markers (8 assorted colors per pack)		
	30	box	Fastener (Plastic, 50 sets per box)		
	50	pc	Post it note pad (1.5 x 2)		
	50	pc	Post it note pad (3 x 5)		
	50	pc	Post it note pad (4 x 4)		
	50	pc	Post it note pad (4 x 6)		
	10	box	Pencil (482 no. 2, Medium, Lead, with eraser, 12 pcs per box)		
	50	pack	Photo paper (A4, 10 pcs per pack)		
	20	pc	Correction tape (8m)		
	10	bundle	Ring binder (Plastic, 32mm)		
	50	pack	Staple wire (Standard)		
	50	box	Staple wire (23/17)		
	50	box	Staple wire (23/8)		
	50	box	Staple wire (135mm)		
	20	pc	Staple remover (plier type)		
	18	pc	Calculator (Compact)		
	50	pc	Marker, whiteboard, black		
	50	pc	Marker, whiteboard, blue		
	50	pc	Marker, whiteboard, red		
	50	pc	Marker, permanent, black, bullet type		
	50	pc	Marker, permanent, blue, bullet type		
	50	pc	Marker, permanent, red, bullet type		
	50	pc	Sign pen, black		
	50	pc	Sign pen, blue		
	50	pc	Sign pen, red		
	50	pc	Hi Tech Point Rollerball Pen BXV5 Blue 0.5mm		
	10	box	Gel pen, 0.3 black, 12 pcs/box		
	10	box	Gel pen, 0.3 red, 12 pcs/box		
	10	box	Gel pen, 0.3 blue 12 pcs/box		
	50	box	Crayons (regular size)		
	20	bottle	EPSON L5190 - 003 Black Ink		
	20	bottle	EPSON L5190 - 003 Cyan Ink		
	20	bottle	EPSON L5190 - 003 Magenta Ink		
	20	bottle	EPSON L5190 - 003 Yellow Ink		
	50	box	Clip, backfold, 19mm		
	50	box	Clip, backfold, 25mm		
	50	box	Clip, backfold, 32mm		
	50	box	Clip, backfold, 50mm		
	2	box	Envelope, documentary, A4		
	2	box	Envelope, Documentary, for legal size document		
	10	pack	Folder (L-type, A4)		
	10	pack	Folder (L-type, Legal)		
	10	pack	Folder (with tab, legal)		
	5	pack	Plastic Folder (Bottom Seal, L-Type, A4 SIZE (50pcs/pack)		
	5	pack	Plastic Folder (Bottom Seal, L-Type, LEGAL SIZE (50pcs/pack)		
	20	pc	Lever Arch File with Ring Binder (Long)		
	5	pc	Audio Jack Cable		
	10	pack	Adhesive Hooks, 12 pc		
	20	box	Pushpin, 100 pcs		
	5	bottle	Stamp pad ink, red, 28mL		
	5	bottle	Stamp pad ink, green, 28mL		
	5	bottle	Stamp pad ink, blue, 28mL		
	5	bottle	Stamp pad ink, black, 28mL		
	5	bottle	Stamp pad ink, purple or violet, 28mL		
	3	pc	Dating and Stamping Machine		
	5	pc	Stamp pad		
	10	pc	Universal Socket Adapter, WUA-002		
	100	box	Face Mask (3 layer, non-woven, disposable, 50 pc per box)		
	100	pack	KF94 Face Mask, 10 pc		
	50	pc	ID Holder with Lace		

PURPOSE:

The common supplies will be for office-use and for the coming activities of the Binhi ng Pag-Asa Program (BPP).

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: _____
 CANVASSED BY: _____
 DATE: _____

Signature Over printed name of proprietor/Manager
 or Authorized Representative

