



**REQUEST FOR QUOTATION**

DATE: Dec. 14, 2022

**PURCHASE REQUEST NO.: PAD (RICE) FUND 2022-11-75A**

CANVASS NO. 87

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
	30	pc	Battery, dry cell AA, 2 pieces per blister pack		
	30	pc	Battery, dry cell AAA, 2 pieces per blister pack		
	20	pc	Blade, for general purpose cutter/utility knife		
	10	pc	1 Calculator, compact		
	30	pc	Clearbook, 20 transparent pockets, A4		
	30	pc	Clearbook, 20 transparent pockets, Legal		
	3	pc	Stamp Pad Ink, purple or violet, 50ml. (min.)		
	50	pad	Note Pad, stick on, 50mm x 76mm (2"x 3") min		
	50	pad	Note Pad, stick on, 76mm x 100mm (3"x 4") min		
	50	pad	Note Pad, stick on, 76mm x 76mm (3"x 3") min		
	100	pc	Paper, Multicopy, 80gsm, size: 210mm x 297mm		
	100	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm		
	10	ream	Paper Parchment, size: 210 x 297mm, multi-purpose		
	5	ream	Record Book, 300 pages, size: 214mm x 278mm min		
	10	pc	Glue, all purpose, gross wieght: 200 grams min		
	10	pack	Staple wire, for heavy duty staplers (23/13)		
	30	pc	Staple wire, standard, (26/6)		
	20	roll	Tape, masking, width: 24mm (±1mm)		
	20	roll	Tape, masking, width: 48mm (±1mm)		
	20	roll	Tape, packaging, width: 48mm (±1mm)		
	20	roll	Tape, Transparent, width: 24mm (±1mm)		
	20	roll	Tape, Transparent, width: 48mm (±1mm)		
	15	pc	Ruler, plastic, 450mm (18"), width: 38mm min		
	30	pc	Disinfectant Spray, aerosol type, 400-550 grams		
	30	pc	Furniture Cleaner, aerosol type, 300ml min per can		
	30	pc	Correction Tape, film base type, UL 6m min		
	20	pc	1 Data File Box		
	20	pc	Data Folder, made of chipboard, taglia lock		
	50	box	Envelope, Documentary, for A4 size document		
	50	box	Envelope, Documentary, for Legal size document		
	50	box	Envelope, Expanding, Kraftboard, for legal size doc		
	20	box	Envelope, Expanding, Plastic, 0.50mm thickness min		
	1	pc	Envelope, mailing, white, with window; long		
	1	pc	Envelope, mailing, white, with window; short		
	10	pc	Eraser, felt, for blackboard/whiteboard		
	20	pc	Eraser, plastic/rubber		
	20	pc	Fastener, Metal, 70mm between prongs		
	20	pc	File Organizer, expanding, plastic, 13 pockets		
	50	pc	Folder, Fancy, for A4 size documents		
	50	pc	Folder, Fancy, for Legal size documents		
	30	pc	Folder, L-Type, Plastic, for A4 size documents		
	30	pc	Folder, L-Type, Plastic, for Legal size documents		
	20	pc	Magazine File Box, Large size, made of chipboard		
	20	pc	Marker, Fluorescent, 3 assorted colors per set		
	20	pc	Marker, whiteboard, black, felt tip, bullet type		
	20	pc	Marker, whiteboard, blue, felt tip, bullet type		
	20	pc	Marker, whiteboard, red, felt tip, bullet type		
	20	pc	Marker, permanent, bullet type, black		
	20	pc	Marker, permanent, bullet type, blue		
	20	pc	Marker, permanent, bullet type, red		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	30	box	Paper Clip, vinyl/plastic coat, length: 33mm min		
	30	box	Paper Clip, vinyl/plastic coat, length: 50mm min		
	30	pc	Pencil, lead, w/ eraser, wood cased, hardness: HB		
	5	pc	Ring Binder, plastic, 32mm, 84 rings		
	3	box	Rubber Band, 70mm min lay flat length (#18)		
	5	pc	Stamp Pad, Felt, bed dimension: 60mm x 100mm min		
	3	box	Dating and Stamping Machine, Heavy Duty		
	10	pc	Pencil Sharpener, manual, single cutter head		
	15	box	Puncher, paper, heavy duty, with two hole guide		
	15	pc	Scissors, symmetrical, blade length: 65mm min		
	15	box	Stapler, Standard Type, load cap: 200 staples min		
	15	box	Staple Remover, plier-type		
	15	pc	Tape Dispenser, Table Top, for 24mm width tape		
	10	pc	Cutter/Utility Knife, for general purpose		
	40	pc	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip		
	40	pc	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip		
	40	pc	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip		
	30	box	Clip, Backfold, all metal, clamping: 19mm (-1mm)		
	30	box	Clip, Backfold, all metal, clamping: 25mm (-1mm)		
	30	box	Clip, Backfold, all metal, clamping: 32mm (-1mm)		
	30	box	Clip, Backfold, all metal, clamping: 50mm (-1mm)		
	2	pack	Wrapping Paper, Kraft		
	3	unit	Printer		
			Photo Default - 10 x 15cm/4 x 6 "Approx. 69 sec per photo (Border)/90 per photo (Borderless); Draft, A4 (Black/Colour): Up to 33ppm.15ppm*; ISO 24734, A4 Simplex (Black/Colour): Up to 10ipm/5.0ipm* First page out time from ready mode (black/colour): Approx. 10 sec/16 sec*1; Maximum Copies from Standalone: 20 copies; Maximum Copy Size: A4, Letter; Copy Quality: Colour/Black-and-White; Draft/Standard; ISO: 29183, A4 Simplex Flatbed (Black/Colour): Up to 7.0ipm/1.7ipm; Max Copy Resolution: 300 x 300 dpi; Scanner Type: Flatbed colour image scanner; Sensor Type: CIS/Optical Resolution: 600 x 1200 dpi; Maximum Scan Area: 216 x 297mm (8.5 x 11.7"); Scanner Bit Depth (Colour): 48-bit input, 24-bit output; Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output; Scanner Bit Depth (Black & White): 16 bit input, 1-bit output, Flatbed (Black/Colour): 200 dpi: 11 sec/200 dpi: 32 sec; Standard Paper Input Capacity: Up to 100 sheets - A4/Letter Plain Paper (80g/m2) Up to 20 sheets - Premium Glossy Photo Paper 10 sheets-envelope. 30 sheets-Postcard; Output Capacity: Up to 30 sheets, A4 plain paper 20 sheets, Premium Glossy Photo Paper; Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24"); Paper Feed Method: Friction Feed; Paper Size: Legal, Indian-Legal (215 x 345mm), 8.5 x 13", Letter, A4, 16K (195 x 270mm), B5, A5, B6, A6, Hagaki (100 x 148mm), 5 x 7", 4 x 6", Envelopes: #10, DL, C6; Print Margin: 0mm top, left, right, bottom via custom settings in printer driver*2; Dimensions (WxDxH):375 x 347 x 179mm; Weight: 3.9kg. Operating System Compatibility: Windows XP/Vista/7/8/8.1/10 Windows server 2003/2008/2012/2016; Only printing and scanning functions are supported for Windows Server OS Mac OS X 10.6.8 or later		
<b>PURPOSE:</b>					
To be used in support to the ATI-Farm and Fisheries Clustering and Consolidation (F2C2) Activities.					
Pls. submit the following eligibility documents:					
<input checked="" type="checkbox"/> Mayor's/Business Permit					
<input type="checkbox"/> Income Tax Return					
<input type="checkbox"/> Notarized Omnibus Sworn Statement					
<input checked="" type="checkbox"/> PhilGEPS Registration Number/Red Membership					
<input type="checkbox"/> 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