



REQUEST FOR QUOTATION

DATE: MAR. 6, 2023

PURCHASE REQUEST NO.: ADMIN (GH) FUND 2023-02-51

CANVASS NO. 40

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

BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
			Common office supplies		
	60	Pcs	Lever Arch File Folder Horizontal		
	5	Pcs	Mechanical folder Vertical, Black		
	1	Pack	Laminating film pouches A4 250MIC 100pcs per ream 216mmx303mm		
	1	Pack	Laminating pouches, 100mm x 150mm, 250MIC 100pcs per/pack		
	10	Box	Paper clip assorted color 33mm		
	10	Pcs	TAPE, masking, 24mm		
	20	Pcs	TAPE, transparent, 24mm		
	1	Unit	PUNCHER, paper, heavy duty		
	2	Btl	HP Smart Tank Ink GT52-70 ml Ink Bottle- Magenta		
	2	Btl	HP Smart Tank Ink GT52-70 ml Ink Bottle- Cyan		
	2	Btl	HP Smart Tank Ink GT52-70 ml Ink Bottle- Yellow		
	4	Btl	HP Smart Tank Ink GT52-90 ml Ink Bottle- Black		
	4	Crtld	Original HP 56A CF256A Black Laserjet Toner Cartridge		
	50	Pack	Alkaline Batteries Max AA 4pcs per pack Classification: Alkaline Chemical System: Zinc-Manganese Dioxide (Zn/MnO2) Designation: ANSI-15A, IEC-LR6 Nominal Voltage: 1.5 volts Nominal IR: 150 to 300 milliohms (fresh) Operating Temp: -18°C to 55°C (0°F to 130°F) Typical Weight: 23.0 grams (0.8 oz.) Typical Volume: 8.1 cubic centimeters (0.5 cubic inch) Jacket: Plastic Label Shelf Life: 10 years at 21°C Terminal: Flat Contact Classification: Alkaline battery Max AAA		
	5	Pack	Nominal voltage: 1.5 volts Typical Weight: 11.5 grams (0.4 oz.) Typical Volume: 3.8 cubic centimeters (0.2 cubic inch) Chemical System: Zinc-Manganese Dioxide (Zn/MnO2) No added mercury or cadmium Designation: ANSI-24A, IEC-LR03 Shelf Life: 10 years at 21°C Terminal: Flat Contact Packaging Size: 4 batteries per pack Fire Extinguisher Stand for 10-20lbs baked powder coated made with metal color red Fire Extinguisher 10 lbs. HCFC 123 Green 5 Years Expiration (Refillable) Chemical Content: (Hydrochlorofluorocarbon combination of dichlorotrifluoroethane) Classification: Best for ABC fires. Certification: Global Mark and ISO CERTIFIED		

PURPOSE:

Office supplies of RDEC, Guest House and Mess Hall for CY 2023

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