



REQUEST FOR QUOTATION

DATE: 06/25/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-06-109

CANVASS NO. 09

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:

MILAGROS C. URBANO
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	20	piece	Marker, Whiteboard, Blue, Fine Tip		
	20	piece	Marker, Whiteboard, Black, Fine Tip		
	140	piece	MARKER, permanent board, blue		
	140	piece	MARKER, permanent board, black		
	130	piece	MARKER, permanent board, red		
	40	box	BALLPEN - FO-GELB08, 0.5, BLACK (12PCS/BOX)		
	30	box	BALLPEN - FO-GELB08, 0.5, BLUE (12PCS/BOX)		
	5	box	BALLPEN - FO-GELB08, 0.5, RED (12PCS/BOX)		
	7	box	BALLPEN - K3511 Rubber Grip Gel Ink Pen 0.5mm		
	50	box	CRAYONS, 16 colors/box		
	219	piece	Gel Sign Pen 0.5 mm, black		
	226	piece	Gel Sign Pen 0.5 mm, blue		
	16	piece	Gel Sign Pen 0.5 mm, green		
	10	piece	Gel Sign Pen 0.5 mm, red		
	33	set	HIGHLIGHTER, fluorescent Yellow/Orange/Pink (3pc/set)		
	1	box	Black Expert Gel Pen Broad 0.7mm 12/box		
	1	box	Black Expert Gel Pen Broad 1.0mm 12/box		
	1	box	Blue Expert Gel Pen Broad 0.7mm 12/box		
	1	box	Blue Expert Gel Pen Broad 1.0mm 12/box		
	70	piece	MARKER, permanent, blue fine/bullet type		
	70	piece	MARKER, permanent, black, fine/bullet type		
	12	piece	MARKER, permanent, red, fine/bullet type		
	60	box	PENCIL 482 No. 2, Medium, lead, with eraser, Wood cased, Hardness: HB, 12		
	20	piece	ROLLERBALL PEN V5 Hi-Tecpoint Blue 0.5		
	35	roll	TAPE, CLEAR NANO, strongly sticky double sided adhesive, 1 inch x 3 meters		
	33	roll	TAPE, Double Sided Foam Type 1" core, 18 mm (3/4 inch) x 5m		
	20	roll	TAPE, Double Sided Foam Type 1" core, 24 mm (1inch) x 5m		
	12	roll	TAPE, Double Sided Foam Type 1" 58 mm (2 inch) x 5m		
	30	roll	TAPE, Double Sided, 1 inch x 10 meters		
	29	roll	TAPE, Double Sided, 1/2 inch x 10 meters		
	8	roll	TAPE, Double Sided, 3/4 inch x 10 meters		
	17	roll	TAPE, Double Sided, 2 inch x 10 meters		
	6	roll	Tape, Duck tape, (2 Inches) 50x50mm,Silver, Gloss Finish		
	63	roll	TAPE, PACKAGING, 50mm (2 inch), Tan, 100 meters		
	34	roll	TAPE, PACKAGING, 50mm (2 inch), Clear, 100 meters		
	15	roll	TAPE, Super Strong VHB Double Sided Adhesive Tape Rubber Foam		
	102	roll	Waterproof Heavy Duty, 20mm, 3 Meters		
	15	roll	TAPE/SCOTCH TAPE, clear, 25mm (1 inch), 50 meters		
	15	roll	TAPE/SCOTCH TAPE, clear,1/2 inch, 50 meters		
	30	roll	TAPE/SCOTCH TAPE, clear, 3/4 inch, 50 meters		
	30	pack/box	DAILY TIME RECORD (for coromano 900 bundy clock) 100 pcs/pack		
	250	piece	Envelope, Expanding w/ garter, Kraft, A4		
	200	piece	FOLDER press board A4 Size, green		
	150	piece	FOLDER press board Legal/long Size, green		
	395	piece	Manila paper, standard size		
	50	pad	NOTE PAD, stick on with lines, 4x6 inches, 100 sheets, Yellow		
	70	pad	NOTE PAD, stick on, 3"x 5"inch. 100 sheets. Yellow		
	50	pad	NOTE PAD, stick on, 50 mm x 76 mm (3"x2"), 100 sheets, Yellow		
	130	pad	NOTE PAD, stick on 3"x 3", blue, 100 sheets		
	130	pad	NOTE PAD, stick on 3"x 3", yellow, 100 sheets		
	60	pad	NOTE PAD, stick on 4"x 3", blue, 100 sheets		
	140	pad	NOTE PAD, stick on 4"x 3", yellow 100 sheets		
	6	pad	STENO NOTE PAD		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	6	pad	Yellow Pad Paper, 90 leaves, 85 gsm		
	5	piece	3 Layer Desk File Organizer Document Paper Tray		
	12	piece	CLEAR FOLDER with Slide A4, blue		
	170	piece	CLEAR FOLDER with Slide Long, blue		
	30	bottle	CORRECTION Fluid, waterbased, 20ml		
	6	tube/box	CUTTER BLADE, for all standard cutter, big, 10pcs/tube		
	20	piece	DATA FILE BOX/STORAGE BOX w/ Lid Black, Legal		
	485	piece	DATA FOLDER W/ MECHANISM, HORIZONTAL LEGAL, DARK BLUE (ARCH FILE) 9X15 inches (customize)		
	160	piece	DATA FOLDER W/ MECHANISM, VERTICAL BOOK TYPE, LEGAL, Dark blue (ARCH FILE)		
	5	piece	ERASER, Rubber, pvc free - small white, for pencil		
	31	set	FOLDER/ INDEX DIVIDER JC 9004 A4, 10 tabs plastic 11 holes assorted color, plastic		
	30	set	FOLDER/ INDEX DIVIDER, Long, 5 colors 11 holes assorted color , plastic		
	95	pack	INDEX TABS self-adhesive, Sign here, yellow, 44mm x 25mm, 100 sheets		
	101	pack	INDEX TABS/STICKY STRIPS, self adhesive, assorted 10 colors, flat arrow, 12.7 mm x 44 mm, 200 sheets		
	5	box	LAMINATING POUCHES, 100MM X 150 MM, 250 mic, 100pcs/box		
	1	box	LAMINATING POUCHES, A3, 250 mic, 100pcs/box		
	45	piece	Magazine File closed Horizontal Legal, black/ dark blue, 15.5 (w) x 9.5 (h)		
	20	piece	Magazine File closed, Vertical, Legal, black/dark blue		
	12	jar	PASTE Water Well w/ Spatula, 200g		
	20	piece	PLASTIC ENVELOPE, A3 size Clear Plastic Document File Folder Bag Envelopes, Expanding		
	50	piece	PLASTIC ENVELOPE, expanding, Legal size		
	10	box/case	PUSHPIN, 100 pcs/ case, assorted colors		
	2	ribbon cart	RIBBON for bundy clock/AMANDO BUNDY BLOCK BX 1600		
	50	piece	SCISSORS, symmetrical, Heavy duty/High Quality. 8"		
	2	pack	BATTERY, dry cell, super heavy duty/ size AAA, 4pcs, 4600mAh, aunthentic rechargeable		
	2	pack	BATTERY, dry cell, super heavy duty/ size AA, 4pcs, 4600mAh, aunthentic rechargeable		
	3	can	Metal primer, red oxide, 1 liter/can		

PURPOSE:

Consolidated office supplies for 2024 based on the approved APP CSE (Other Items).

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