

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: 11-Aug-2017  
Quotation No. 20170802

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below, subject to the General Conditions written below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

**JOSISA R. CHATO**  
Chairman, Bids & Awards Committee

**General Conditions of the Contract:**

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN SEVEN (7) CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR  
FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY LEYTE NORMAL UNIVERSITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED
7. This project is 1 Lot.

ITEM NO.	ITEM & DESCRIPTION	QTY	ABC	QUOTATION
1	ACETATE, gauge #3, 50m per roll	7	4,368.00	
2	Ballpen, Black	53	2,650.00	
3	Board, Cork 18" X 24" with aluminum frame rubberized	14	8,400.00	
4	Board, White 48" X 36"	5	6,750.00	
5	Book Paper A4 substance 20	2	400.00	
6	Book Paper Long substance 20	29	6,090.00	
7	Cannon Paper, long	50	25,000.00	
8	CARTOLINA, assorted color, 20 pieces per pack	50	3,224.00	
9	Cartolina, luminous blue	11	165.00	
10	Cartolina, neo violet	39	585.00	
11	Cartolina, Yellow	24	144.00	
12	CHALK, white, enamel, 100 pieces per box	36	930.96	
13	CLEARBOOK, A4 size	12	474.24	
14	CLEARBOOK, Legal size	16	698.88	
15	CLIP, backfold, 19mm, 12 pieces per box	12	87.36	
16	CLIP, backfold, 25mm, 12 pieces per box	16	166.40	
17	CLIP, backfold, 32mm, 12 pieces per box	13	248.56	
18	CLIP, backfold, 50mm, 12 pieces per box	13	472.94	
19	Construction Paper (assorted - 12 pcs)	3	15.00	
20	Correction Fluid, ballpen type	79	6,320.00	
21	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	35	1,092.00	
22	Crepe Paper, Yellow	20	100.00	
23	DATA FILE BOX, made with chipboard, with closed ends	6	418.68	
24	Data File Box, Standard, 217 mm X 331 mm, Blue	33	4,950.00	
25	Data File Box, Standard, 217 mm X 331 mm,	54	8,100.00	
26	Data Filer with cover, Long, Green	14	1,400.00	
27	Desk Tray, Metal, 3 Layers	10	7,000.00	

28	Double Sided Tape	5	125.00
29	Duct Tape, Silver, 48mm, 50meters	2	200.00
30	Envelop Brown, Long	1	5.00
31	Envelop, Expanding, shiny blue, long	170	2,550.00
32	Envelop, Expanding, shiny green, long	100	1,500.00
33	Envelop, Expanding, shiny red, long	151	2,265.00
34	Envelope, brown, short	2	8.00
35	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	2	763.08
36	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	121	61,395.40
37	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	100	62,171.00
38	ENVELOPE, EXPANDING, plastic	100	2,761.00
39	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	5	2,496.00
40	ERASER, felt, for blackboard/whiteboard	31	344.41
41	ERASER, plastic or rubber	44	100.76
42	FASTENER, for paper, metal, 50 sets per box	15	856.35
43	Fastener, for paper plastic	9	288.00
44	FILE ORGANIZER, expanding, legal, plastic, assorted colors	54	3,816.18
45	FILE TAB DIVIDER, A4, five (5) colors per set	12	149.76
46	FILE TAB DIVIDER, Legal Size, five(5) colors per set	51	848.64
47	FOLDER, Fancy, A4, 50s/ bundle	32	7,488.00
48	FOLDER, Fancy, Legal, 50 pieces per bundle	52	15,142.40
49	FOLDER, L-type, A4, 50 pieces pack	34	5,657.60
50	FOLDER, L-type, Legal size, 50 pieces per pack	38	7,745.92
51	Folder, Morocco, Short, Blue	120	1,800.00
52	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	3	2,240.16
53	FOLDER, Tagboard, Legal size, 100 pieces per pack	5	1,001.85
54	Frames, A4	55	5,500.00
55	Glue Gun	2	360.00
56	Glue Stick, EA-2100D HBW, 21gms	50	2,000.00
57	GLUE, all purpose, 300 grams min.	52	2,297.36
58	Highlighter Pen	125	4,375.00
59	Illustration Board, 1 whole	13	780.00
60	Illustration Board, 1/2	12	360.00
61	INDEX TAB, self-adhesive, 5 set/box, assorted colors	4	191.60
62	LOOSELEAF COVER, 50sets per bundle	3	1,619.28
63	MAGAZINE FILE BOX, LARGE	17	707.20
64	MARKER, fluorescent, 3 colors per set	35	1,244.25
65	MARKER, permanent, bullet type, black	82	791.30
66	MARKER, permanent, bullet type, blue	42	405.30
67	MARKER, permanent, bullet type, red	38	366.70
68	MARKER, whiteboard, bullet type, black	96	986.88
69	MARKER, whiteboard, bullet type, blue	43	442.04
70	MARKER, whiteboard, bullet type, red	58	596.24
71	Media Pointer, Genius	1	300.00
72	Mightybond	3	300.00
73	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	25	780.00
74	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	25	1,013.50
75	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	17	919.02

76	PAD PAPER, Ruled	15	273.90
77	PAPER CLIP, gem type, 32mm, 100 pieces per box	25	160.75
78	PAPER CLIP, gem type, 48mm, 100 pieces per box	14	179.90
79	Paper Specialty , Plain - Green , A4	6	270.00
80	Paper Specialty , Plain - White, A4	4	180.00
81	Paper Specialty , Plain - Yellow , A4	6	270.00
82	Paper, Stationary with LNU logo watermark, legal size	6	3,000.00
83	Paper, Stationary with LNU logo watermark, letter size	6	3,000.00
84	Paper, Sticker, White, long	4	280.00
85	Paper, Yellow pad	24	600.00
86	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	17	1,502.80
87	PENCIL, lead, w/eraser, One(1) dozen per box	28	549.36
88	PHILIPPINE NATIONAL FLAG	10	2,787.20
89	Photo Paper, A4	5	450.00
90	Photo Paper, long	1	1,000.00
91	Plastic Tray Organizer	4	1,200.00
92	Puncher, 3 holes, heavy duty	1	2,500.00
93	Record Book, 300pages	41	2,473.12
94	RULER, plastic, 450mm, 1 piece in individual plastic	19	294.12
95	SIGN PEN, black	103	3,924.30
96	SIGN PEN, blue	46	1,752.60
97	SIGN PEN, red	87	3,314.70
98	Specialty Board, Long, cream	5	225.00
99	Specialty Board, Long, green	5	225.00
100	Specialty Board, Long, light-blue	5	225.00
101	Specialty Board, short, cream	5	200.00
102	Specialty Board, short, green	5	200.00
103	Specialty Board, short, light-blue	5	200.00
104	STAMP PAD, ink, violet 50ml	21	580.86
105	STAMP PAD, felt pad, min 60mm x 100mm	24	591.12
106	STAPLE WIRE, Heavy duty, 23/13	39	912.60
107	Staple Wire, 26/6	6	210.00
108	STAPLE WIRE, Standard	37	700.04
109	Sticker Paper (8 1/2" x 11")	4	200.00
110	Styro Foam, 1/2 inch, plywood size	10	4,000.00
111	Tape, double adhesive, 2 inch	36	1,980.00
112	TAPE, masking, 24mm, 50 meters length	24	1,322.88
113	TAPE, transparent, 24mm, 50 meters	39	425.88
114	TAPE, transparent, 48mm, 50 meters	61	1,617.72
115	Thumb tacks	17	170.00
116	Tin Foil, assorted color	47	705.00
117	TOILET TISSUE, 12 rolls per pack	18	1,216.80
118	Wall Clock, Analog 10"	13	5,200.00
119	Whiteboard Marker Ink - Black	36	2,520.00
120	Whiteboard Marker Ink - Blue	12	840.00
121	Whiteboard Marker Ink - Red	12	840.00
122	Yarn, assorted	14	210.00
	<b>TOTAL</b>		<b>355,786.85</b>

Brand a : \_\_\_\_\_  
Delivery : \_\_\_\_\_  
Warrant Warranty: \_\_\_\_\_  
Price Va Price Validity: \_\_\_\_\_

After having carefully read and accepted your General conditions, I/we quote on the item/s at price noted above

\_\_\_\_\_

*Company Name*

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*Tel. No./ Cellphone No.*

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*Printed Name/Signature*

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*Date*