

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Satandard Form Title: **Request for Quotation**

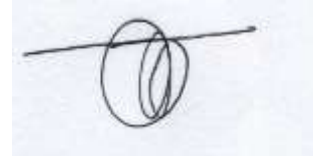
Date: 13-March-2018

Quotation No. 20180336

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 C . CONCHADA

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, thickness: 0.075mm min (gauge #3)	8	6,133.84	
2	AIR FRESHENER, aerosol, 280ml/150g min	17	1,507.73	
3	BATTERY, dry cell AA, 2 pieces per blister pack	62	1,257.36	
4	BATTERY, dry cell AAA, 2 pieces per blister pack	18	345.6	
5	BINDING AND PUNCHING MACHINE, binding cap: 50mm	1	10,816.00	
6	BROOM, soft (tambo)	26	2,390.44	
7	BROOM, STICK (TING-TING), usable length: 760mm min	1	24.88	
8	CALCULATOR, compact, 12 digits	7	984.27	
9	CARBON FILM, PE, black, 210mm x 297mm	1	205.48	
10	CARBON FILM, PE, black, 216mm x 330mm	2	421.82	
11	CARTOLINA, assorted colors	19	1,274.14	
12	CHALK, molded, whit, dustless, length: 78mm min	93	2,500.77	
13	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	28	1,211.28	
14	CLEANSER, SCOURING POWDER, 350g min./can	2	49.76	
15	CLEARBOOK, 20 transparent pockets, for A4 size	21	801.99	
16	CLEARBOOK, 20 transparent pockets, for LEGAL size	86	3,480.42	
17	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	68	535.16	
18	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	80	1,115.20	
19	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	66	1,312.08	
20	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	80	3,288.00	
21	CORRECTION TAPE, film base type, UL6m min	422	7,705.72	
22	CUTTER BLADE, for heavy duty cutter	78	797.16	
23	CUTTER KNIFE, for general purpose	46	945.3	

24	DATA FILE BOX, made with chipboard, with closed ends	175	12,699.75	
25	DATA FOLDER, made with chipboard, taglia lock	224	15,991.36	
26	DATING AND STAMPING MACHINE, heavy duty	12	5,970.24	
27	DETERGENT POWDER, all purpose, 1kg	1	38.93	
28	DISINFECTANT SPRAY, aerosol type, 400-550 grams	26	3,255.20	
29	DUST PAN, non-rigid plastic, w/ detachable handle	2	56.24	
30	ENVELOPE, DOCUMENTARY, for A4 size document	5	2,122.35	
31	ENVELOPE, DOCUMENTARY, for Legal size document	9	4,849.20	
32	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	13	8,681.92	
33	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	97	2,784.87	
34	ENVELOPE, MAILING, white, 80gsm (-5%)	5	1,708.95	
35	ENVELOPE, mailing, white, with window	6	2,563.38	
36	ERASER, felt, for blackboard/whiteboard	178	2,055.90	
37	FASTENER, METAL, 70mm between prongs	60	3,562.20	
38	FILE ORGANIZER, expanding, plastic, 12 pockets	45	3,311.55	
39	FILE TAB DIVIDER, bristol board, for A4	15	194.7	
40	FILE TAB DIVIDER, bristol board, for legal	15	259.65	
41	FOLDER, FANCY, for A4 size documents	6	1,551.00	
42	FOLDER, FANCY, for legal size documents	19	5,754.15	
43	FOLDER, L-TYPE, PLASTIC, for A4 size documents	2	355.84	
44	FOLDER, L-TYPE, PLASTIC, for legal size documents	30	6,668.10	
45	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	2	1,553.18	
46	FOLDER, Tagboard, A4 size, 100 pieces per pack	9	2,034.45	
47	FOLDER, Tagboard, legal size, 100 pieces per pack	17	3,542.46	
48	FURNITURE CLEANER, aerosol type, 300ml min per can	6	545.1	
49	GLUE, all purpose, gross weight: 200 grams min	113	5,619.49	
50	INDEX TAB, self-adhesive, transparent	51	2,740.74	
51	MAGAZINE FILE BOX, LARGE size, made of chipboard	58	2,509.08	
52	MARKER, FLOURESCENT, 3 assorted color per set	112	4,140.64	
53	MARKER, PERMANENT, bullet type, red	117	1,174.68	
54	MARKER, whiteboard, black, felt tip, bullet type	408	4,361.52	
55	MARKER, whiteboard, red, felt tip, bullet type	160	1,710.40	
56	NOTE PAD, stick-on, 500mm x 76mm (2" x 3")	132	4,283.40	
57	NOTE PAD, stick-on, 76mm x 100mm (3"x4")	57	3,390.93	
58	NOTE PAD, stick-on, 76mm x 76mm (3"x3")	105	4,653.60	
59	PAPER PARCHMENT, size: 210 x 297mm, multi-purpose	101	9,613.18	
60	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	417	57,404.22	
61	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	612	98,495.28	
62	PAPER, THERMAL, 55gsm, size: 216mm+-1mm x 30m-0.3m	10	342.9	
63	PENCIL SHARPENER, manual, single cutter head	13	2,530.97	
64	PHILIPPINE NATIONAL FLAG, 100% polyester	10	3,190.70	
65	PUNCHER, paper, heavy duty, with two hole guide	22	2,715.24	
66	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	84	5,269.32	
67	RING BINDER, 80 rings, plastic, 32mm x 1.12m	3	801.42	
68	RULER, plastic, 450mm (18"), width: 38mm min	32	515.2	
69	SCISSORS, symmetrical, blade length: 65mm min	51	728.28	
70	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	395	14,216.05	
71	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	167	6,010.33	

72	STAMP PAD INK, purple or violet	53	1,357.86
73	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	48	1,380.96
74	STAPLE REMOVER, PLIER TYPE	50	945.5
75	STAPLE WIRE, for heavy duty staplers, (23/13)	81	1,742.31
76	STAPLE WIRE, STANDARD, (26/6)	151	2,971.68
77	STAPLER, BINDER TYPE, heavy duty, desktop	15	13,709.25
78	STAPLER, STANDARD TYPE, load cap: 200 staples min	96	8,203.20
79	TAPE DISPENSER, TABLE TOP, for 24mm width tape	22	1,134.54
80	TAPE, MASKING, width: 24mm (+-1mm)	108	6,190.56
81	TAPE, MASKING, width: 48mm (+-1mm)	45	4,915.80
82	TAPE, TRANSPARENT, width: 24mm (+-1mm)	105	1,192.80
83	TAPE, TRANSPARENT, width: 48mm (+-1mm)	63	1,737.54
84	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	37	2,601.10
85	WASTEBASKET, non-rigid plastic	121	3,141.16
86	WRAPPING PAPER, kraft, 65gsm (-5%)	3	401.97
	TOTAL		429,258.87

Brand ar : _____
 Delivery : _____
 Warranty: _____
 Price Val Price Validity: _____

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

Company Name

Tel. No./ Cellphone No.

Printed Name/Signature

Date