

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: December 31, 2021

Quotation No. 20211228

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.



**GENEROSO N. MAZO**

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	BATTERY, dry cell AA, 2 pieces per blister pack	15	50.00	750.00
2	BATTERY, dry cell AAA, 2 pieces per blister pack	15	70.00	1,050.00
3	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	100	70.00	7,000.00
4	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	100	83.00	8,300.00
5	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	100	90.00	9,000.00
6	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	100	125.00	12,500.00
7	CORRECTION TAPE, film base type, UL 6m min	200	35.00	7,000.00
8	DATA FOLDER, made with chipboard, taglia lock	400	190.00	76,000.00
9	FASTENER, PLASTIC, 70mm between prongs	100	125.00	12,500.00
10	FOLDER, FANCY, for A4 size documents	5	570.00	2,850.00
11	FOLDER, FANCY, for legal size documents	5	580.00	2,900.00
12	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	5	1600.00	8,000.00
13	FOLDER, Tagboard, for legal size documents	100	570.00	57,000.00
14	GLUE, all purpose,	100	50.00	5,000.00
15	MARKER, FLOURESCENT, 3 assorted color per set	100	120.00	12,000.00
16	MARKER, PERMANENT, bullet type, black	500	42.00	21,000.00
17	MARKER, PERMANENT, bullet type, blue	500	42.00	21,000.00
18	MARKER, PERMANENT, bullet type, red	500	42.00	21,000.00
19	NOTE PAD, stick-on, 50mm x 76mm (2" x 3")	100	25.00	2,500.00
20	NOTE PAD, stick-on, 76mm x 100mm (3"x4")	100	35.00	3,500.00
21	NOTE PAD, stick-on, 76mm x 76mm (3"x3")	100	30.00	3,000.00
22	PAPER CLIP, viny/plastic coat, length: 32mm min	100	20.00	2,000.00
23	PAPER CLIP, viny/plastic coat, length: 50mm min	100	30.00	3,000.00
24	PENCIL, lead, w/ eraser, wood cased, hardness: HB	10	115.00	1,150.00
25	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	100	150.00	15,000.00
26	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	200	160.00	32,000.00
27	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	50	80.00	4,000.00
28	STAPLE WIRE, STANDARD, (26/6)	100	40.00	4,000.00
29	TAPE, MASKING, width: 24mm (+-1mm)	100	53.00	5,300.00

<b>30</b>	TAPE, MASKING, width: 48mm (+-1mm)	100	87.00	8,700.00
<b>31</b>	TAPE, PACKAGING, width: 48mm (+-1mm)	100	55.00	5,500.00
<b>32</b>	TAPE, TRANSPARENT, width: 24mm (+-1mm)	100	35.00	3,500.00
<b>33</b>	TAPE, TRANSPARENT, width: 48mm (+-1mm)	100	55.00	5,500.00
<b>34</b>	SCISSORS, symmetrical, blade length: 65mm min	50	65.00	3,250.00
<b>35</b>	STAPLER, STANDARD TYPE, load cap: 200 staples min	50	150.00	7,500.00
<b>TOTAL</b>				<b>394,250.00</b>

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Delivery Period

Warranty

Price Validity

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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*