

QUOTATION FORM

Date: _____

LOT no. 1 - Purchase of Various Office Supplies
ABC - P 522, 545.00

Name of Supplier

/Company: _____

Address: _____

Telephone No./

Email Address: _____

Validity Offer: _____

After having carefully read and accepted the Terms and Conditions, I/ We submit our quotation for the items as follows:

QTY	UNIT	ARTICLES/SUPPLIES	ABC	UNIT	TOTAL
		DESCRIPTION		PRICE	PRICE
5	unit	CALCULATOR, compact, 12 digits	1,710.00		
37	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	925.00		
167	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	13,360.00		
3	piece	CUTTER KNIFE, for general purpose	1,125.00		
5	box	DATA FILE BOX, made of chipboard, with closed ends	540.00		
12	piece	DATING AND STAMPING MACHINE, heavy duty	3,852.00		
12	box	ENVELOPE, DOCUMENTARY, for legal size document	13,200.00		
200	box	ENVELOPE, MAILING, white, 70 gsm	66,400.00		
4	piece	ERASER, FELT, for blackboard/whiteboard	192.00		
2	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	2,500.00		
135	pack	FOLDER, TAGBOARD, for legal size documents	63,450.00		
166	bottle	GLUE, all purpose, gross weight: 200 grams min	8,300.00		
346	piece	MARKER, PERMANENT, bullet type, black	13,840.00		
151	piece	MARKER, PERMANENT, bullet type, blue	6,040.00		

QTY	UNIT	ARTICLES/SUPPLIES	ABC	UNIT	TOTAL
		DESCRIPTION		PRICE	PRICE
40	piece	MARKER, PERMANENT, bullet type, red	1,600.00		
540	ream	PAPER, MULTICOPY A4, 80gsm, size: 210mm x 297mm	124,200.00		
310	ream	PAPER, MULTICOPY LEGAL, 80gsm, size: 216mm x 330mm	77,500.00		
46	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	3,680.00		
35	piece	PUNCHER, paper, heavy duty, with two hole guide	14,000.00		
64	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	10,880.00		
139	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	28,078.00		
520	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	23,400.00		
305	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	13,725.00		
56	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	2,520.00		
13	piece	STAPLE REMOVER, PLIER-TYPE	780.00		
27	box	STAPLE WIRE, for heavy duty staplers, (23/13)	1,080.00		
4	piece	STAPLER, BINDER TYPE, heavy duty, desktop	8,200.00		
16	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	4,720.00		
439	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	9,658.00		
103	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	3,090.00		
TOTAL AMOUNT					

Signature over Printed Name of
Owner/Manager/Authorized
Representative