

REQUEST FOR QUOTATION



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
NATIONAL PROSECUTION SERVICE
**OFFICE OF THE REGIONAL PROSECUTOR
REGION III**



Date: November 25, 2020

P.R. No. : 2020-11-0003

Company Name : _____

Address: _____

Please quote your lowest price on the items / listed below, inclusive of tax, stating the shortest time of delivery and submit your quotations duly signed by your representative not later than December 01, 2020, 9:00 a.m.

JOCELYN C. SAN PEDRO-MAAT

Sr. Assistant Regional Prosecutor &
Chairperson, BAC NPS Region III

- Note :
1. All entries must be legibly written.
 2. Delivery Period within _____ calendar days.
 3. Warranty shall be for a period of six (6) months from date of acceptance;
 4. Price validity shall be a period of thirty (30) calendar days.
 5. PhilGeps Registration Certificate, Valid Mayor's Permit, Income Tax Return and Omnibus Sworn Statement shall be attached upon submission of the Quotation.
 6. Door to door delivery.

Item No.	Unit	Items and Description	Quantity	Unit Price	Total Amount
1	pieces	Ballpen, Black	350		
2	pieces	Ballpen, Blue	24		
3	pieces	Ballpen, Red	24		
4	boxes	Carbon Film - Legal	150		
5	pieces	Correction Tape, roller type, film based, usable length: 6m min.	125		
6	boxes	Drum - MK 460 - Kyocera Taskalfa 2200	2		
7	boxes	Envelope, Documentary, for legal size document, 500 pieces per box	240		
8	boxes	Envelope, Expanding, Kraftboard, for legal size doc, 100 pieces per box	25		
9	boxes	Envelope, Mailing, 500 pieces per box	150		
10	boxes	Fastener, Plastic	100		
11	packs	Folder, Expanding, Pressboard, Legal, 100 pieces per pack	15		
12	packs	Folder, tagboard, legal, 100 pieces per pack	160		
13	jars	Glue, All Purpose, gross weight: 200 grams min	30		
14	boxes	High Capacity Toner Epson Aculaser M1400 (0650)	6		
15	bottles	Ink, computer printer, black, Epson L120	100		
16	bottles	Ink, computer printer, black, Epson L485	100		
17	pieces	LED, Flourscent Tube, 18 watts, 600mm (2ft)	20		
18	pieces	LED, Flourscent Tube, 18 watts, 1200mm (4ft)	40		
19	pieces	LED Light Bulb, 6 watts	20		
20	set	Marker, Flourscent, 3 colors per set	30		
21	pieces	Marker, Permanent, bullet type, Black	150		

Item No.	Unit	Items and Description	Quantity	Unit Price	Total Amount
22	pieces	Marker, Permanent, bullet type, Blue	50		
23	pieces	Marker, Permanent, bullet type, Red	12		
24	pieces	Marker, Whiteboard, Black	40		
25	pieces	Marker, Whiteboard, Blue	40		
26	pieces	Marker, Whiteboard, Red	40		
27	pads	Notepad, Stick-on, 3X3, 100 sheets per pad	17		
28	pads	Pad Paper, ruled, size: legal, 90 sheets per pad	250		
29	boxes	Paper Clip, vinyl/plastic coat, length:50mm min (jumbo)	150		
30	boxes	Paper Clip, vinyl/plastic coat, length:32mm min (small)	70		
31	reams	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4)	500		
32	reams	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal)	1,600		
33	reams	Paper, Onion Skin, Subs. 9, Legal	150		
34	boxes	Pencil, Lead with Eraser, 12 dozens per box	24		
35	books	Record Book, 500 PAGES, size: 214mm x 278mm min	80		
36	boxes	Ribbon Cartridge, Epson C13S015516 (#8750), Black	100		
37	spool	Ribbon, for Manual Typewriter, In box, with each spool individually wrap	10		
38	boxes	Rubber Band, 70mm min lay flat length (#18)	35		
39	pieces	Signpen, Black, liquid/gel ink, 0.5mm needle tip	200		
40	pieces	Signpen, Blue, liquid/gel ink, 0.5mm needle tip	100		
41	bottles	Stamp Pad Ink, Black, 50ml (min.)	10		
42	bottles	Stamp Pad Ink, Violet, 50ml (min.)	10		
43	boxes	Staple Wire No. 35, Standard	150		
44	rolls	Tape, Packaging, width: 24mm (±1mm)	29		
45	rolls	Tape, Packaging, width: 48mm (±1mm)	29		
46	rolls	Tape, Transparent, width: 24mm (±1mm)	29		
47	rolls	Tape, Transparent, width: 48mm (±1mm)	29		
48	box	Toner - Samsung Printer ProXpress M3820ND	1		
49	packs	Toner - TK 4109 Kyocera Taskalfa 2200	6		
50	pack	Toner, MX-237FT/or MX-238FT, Sharp Copier 6031N	1		
51	packs	Toner, TK-7109, Kyocera Taskalfa 3010i	6		

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date