

QUOTATION FORM

Date: _____

LOT no. 1 - Purchase of Various Office Supplies
ABC - Php 290, 000.00

Name of Supplier
/Company: _____
Address: _____
TIN: _____
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	UNIT	TOTAL
		DESCRIPTION	PRICE	PRICE
450	piece	BALLPEN, BLACK, 0.7		
265	piece	BALLPEN, BLUE, 0.7		
112	piece	BALLPEN, RED, 0.7		
280	piece	BALLPEN, FINE TECH, BLACK		
165	piece	BALLPEN, FINE TECH, BLUE		
25	piece	BALLPEN, FINETECH, RED		
5	book	COLUMNAR BOOK, 18 COLUMNS		
35	bottle	CORRECTION FLUID		
1	piece	CORK BOARD 36 x 24		
2	piece	DATING AND RECEIVING STAMP W/ INK MACHINE (see "Annex A")		
3	piece	DRY SEAL (see "Annex B")		
5	ream	DTR FORM 48 (1,000s)		
240	box	FASTENER, PLASTIC		
3	piece	FILE BOX, 3-DIVISION, STEEL		
3	pack	FOLDER, TAGBOARD, LEGAL, BROWN (100/PACK)		
50	piece	FOLDER WITH SLIDE, COLOR: BLUE, FOR LEGAL DOCS		
5	pack	INDEX CARD 4x6		
33	pack	INDEX CARD 5x8		
500	piece	LEAVE CARD FORM		
10	piece	MARKER, PERMANENT, fine tech, broad type, black		
150	ream	MIMEO, LEGAL		

270	ream	ONION SKIN , long		
330	ream	PAPER, BOND, LEGAL, sub 16		
30	ream	PAPER, BOND, A4, sub 16		
25	pack	PAPER, legal, color:pale cream, 250gsm (10/pack)		
25	pack	PAPER, A4, color:white, 250gsm (10/pack)		
72	jar	PASTE		
18	piece	TWIN MARKER		
30	pack	STICKER PAPER (HIGH QUALITY) (10/pack)		
8	pair	SCISSORS, 7.5 " STAINLESS STEEL		
74	piece	SIGN PEN - HI-TECH V10, black		
234	piece	SIGN PEN - G2.7 BLACK		
65	piece	SIGNPEN - G2. 7 BLUE		
20	piece	SIGNPEN - G2. 5, BLACK		
10	piece	SIGNPEN - G2. 5, BLUE		
4	piece	STAMP, SELF INKING (see "Annex C")		
8	bottle	STAMP PAD INK, RED, 50 ml		
10	box	STAPLE WIRE, 17 mm		
10	box	STAPLE WIRE, #10		
1	piece	STAPLER, BIG, LONG REACH		
17	piece	STAPLER, STANDARD TYPE W/ BUILT-IN REMOVER, color:blue		
2	piece	IN AND OUT TRAY, STEEL, 2 LAYERS		
4	piece	IN AND OUT TRAY, STEEL, 3 LAYERS		
1	piece	WHITEBOARD 18" X 24"		
5	piece	WHITEBOARD 24" X 36"		
1	piece	WHITEBOARD 72" x 36"		
1	piece	WHITEBOARD WITH CORK 72" x 36"		
27	piece	RIBBON FOR TYPEWRITER		
5	piece	CASH BOX (10.5 cm x 6cm x 4cm)		
			TOTAL AMOUNT	

Signature over Printed Name of
Owner/Manager/Authorized
Representative

Position/Designation

Telephone/Cellphone No. / E-mail address

QUOTATION FORM

Date: _____

LOT no. 2 - Purchase of PC Accessories

ABC - Php 19, 360.00

Name of Supplier

/Company: _____

Address: _____

TIN: _____

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	UNIT	TOTAL
		DESCRIPTION	PRICE	PRICE
10	piece	FLASH DRIVE, 8GB CAPACITY		
5	piece	FLASH DRIVE, 32 GB capacity		
13	piece	FLASH DRIVE, 128 GB capacity		
		TOTAL AMOUNT		

Signature over Printed Name of
Owner/Manager/Authorized Representative

Position/Designation

Telephone/Cellphone No.

Email -address