

REQUEST FOR QUOTATION



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



Date: October 16, 2020

P.R. No. : 2020-10-0002

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 October 26, 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	1,050		
2	pieces	Ballpen, Blue	76		
3	pieces	Ballpen, Red	76		
4	boxes	Carbon Film - Legal	150		
5	boxes	Drum - MK 460 - Kyocera Taskalfa 2200	1		
6	boxes	Envelope, Documentary, for legal size document, 500 pieces per box	100		
7	boxes	Envelope, Mailing, 500 pieces per box	175		
8	boxes	Fastener, Plastic	300		
9	packs	Folder, Expanding, Pressboard, Legal, 100 pieces per pack	15		
10	packs	Folder, tagboard, legal, 100 pieces per pack	200		
11	jars	Glue, All Purpose, gross weight: 200 grams min	90		
12	boxes	High Capacity Toner Epson Aculaser M1400 (0650)	4		
13	sets	Ink, 1 set with four (4) colors, EPSON L120	21		
14	sets	Ink, 1 set with four (4) colors, EPSON L485	21		
15	bottles	Ink, computer printer, black, Epson L120	80		
16	bottles	Ink, computer printer, black, Epson L485	80		
17	pieces	LED, Flourscent Tube, 18 watts, 600mm (2ft)	50		
18	pieces	LED, Flourscent Tube, 18 watts, 1200mm (4ft)	30		
19	pieces	LED Light Bulb, 6 watts	30		
20	pieces	Marker, Permanent, bullet type, Black	375		
21	pieces	Marker, Permanent, bullet type, Blue	75		

Item No.	Unit	Items and Description	Quantity	Unit Price	Total Amount
22	pieces	Marker, Whiteboard, Black	38		
23	pieces	Marker, Whiteboard, Blue	38		
24	pieces	Marker, Whiteboard, Red	38		
25	pads	Notepad, Stick-on, 3X3, 100 sheets per pad	53		
26	pads	Pad Paper, ruled, size: legal, 90 sheets per pad	375		
27	boxes	Paper Clip, vinyl/plastic coat, length:50mm min (jumbo)	225		
28	boxes	Paper Clip, vinyl/plastic coat, length:32mm min (small)	113		
29	reams	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4)	500		
30	reams	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal)	1,500		
31	reams	Paper, Onion Skin, Subs. 9, Legal	150		
32	boxes	Pencil, Lead with Eraser, 12 dozens per box	68		
33	books	Record Book, 500 PAGES, size: 214mm x 278mm min	150		
34	boxes	Ribbon Cartridge, Epson C13S015516 (#8750), Black	139		
35	spool	Ribbon, for Manual Typewriter, In box, with each spool individually wrap	23		
36	pieces	Signpen, Black, liquid/gel ink, 0.5mm needle tip	465		
37	pieces	Signpen, Blue, liquid/gel ink, 0.5mm needle tip	299		
38	bottles	Stamp Pad Ink, Black, 50ml (min.)	30		
39	boxes	Staple Wire No. 35, Standard	225		
40	rolls	Tape, Packaging, width: 24mm (±1mm)	38		
41	rolls	Tape, Packaging, width: 48mm (±1mm)	38		
42	rolls	Tape, Transparent, width: 24mm (±1mm)	38		
43	rolls	Tape, Transparent, width: 48mm (±1mm)	38		
44	box	Toner - Samsung Printer ProXpress M3820ND	1		
45	packs	Toner - TK 4109 Kyocera Taskalfa 2200	6		
46	pack	Toner, MX-237FT/or MX-238FT, Sharp Copier 6031N	1		
47	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.

Canvassed by:


GILBERT C. GONZALES
 Administrative Aide VI
 Authorized Canvasser

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date