

# REQUEST FOR QUOTATION



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



Date: June 30, 2021  
P.R. No. : 2021-06-0001

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 July 08, 2021, 9:00 a.m.

**JOCELYN C. SAN PEDRO-MAAT**  
Sr. Assistant Regional Prosecutor &  
Chairperson, BAC NPS Region III

**Note/Terms :**

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. All bids shall be considered as fixed prices and not subject to price escalation during purchase order/contract implementation;
6. A penalty of one-tenth of one percent (0.001) of the total cost of the undelivered items shall be imposed for every day of delay. The liquidated damages will be imposed until such items/goods are finally delivered and accepted by ORP-Region III.
7. PhilGeps Registration Certificate, Valid Mayor's Permit, Income Tax Return and Omnibus Sworn Statement should be attached upon submission of the Quotation.
8. Door to door delivery.

Item No.	Unit	Items and Description	Quantity	Unit Price	Total Amount
1	bottles	Alcohol, Ethyl/Isoprophyl , 68-72%, 500 ml	1,550		
2	pieces	Ballpen, Black	600		
3	boxes	Carbon Paper - Legal	125		
4	pieces	Correction Tape, roller type, film based, usable length: 6m min.	250		
5	canister	Disinfectant Spray, aerosol type, 400-550 grams, can	200		
6	boxes	Envelope, Documentary, for legal size document, 500 pieces per box	100		
7	boxes	Envelope, Expanding, Kraftboard, for legal size doc, 100 pieces per box	10		
8	boxes	Envelope, Mailing, 500 pieces per box	100		
9	pieces	Face Shield	225		
10	pieces	Face Mask, surgical/disposable, 3-ply	7,500		
11	boxes	Fastener, Plastic	200		
12	packs	Folder, Expanding, Pressboard, Legal, 100 pieces per pack	10		
13	packs	Folder, tagboard, legal, 100 pieces per pack	150		
14	jars	Glue, All Purpose, gross weight: 200 grams min	60		
15	bottles	Liquid Hand Soap, bottle, 225-250 ml.	300		
16	pieces	LED, Flourscent Tube, 18 watts, 600mm (2ft)	50		
17	pieces	LED, Flourscent Tube, 18 watts, 1200mm (4ft)	30		
18	pieces	LED Light Bulb, 6 watts	30		
19	pieces	Marker, Permanent, bullet type, Black	250		
20	pieces	Marker, Whiteboard, Black	25		
21	reams	Mimeo Paper, substance 18, whitewove, size: 210mm x 297mm (A4)	20		
22	reams	Mimeo Paper, Substance 18, Whitewove, size: 216mm x 330mm (Legal)	35		
23	pads	Notepad, Stick-on, 3X3, 100 sheets per pad	35		

24	pads	Pad Paper, ruled, size: legal, 90 sheets per pad	250		
25	boxes	Paper Clip, vinyl/plastic coat, length:50mm min (jumbo)	150		
26	boxes	Paper Clip, vinyl/plastic coat, length:32mm min (small)	75		
27	reams	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4)	500		
28	reams	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal)	1,500		
29	reams	Paper, Onion Skin, Subs. 9, A4	25		
30	reams	Paper, Onion Skin, Subs. 9, Legal	83		
31	boxes	Pencil, Lead with Eraser, 12 dozens per box	45		
32	books	Record Book, 500 PAGES, size: 214mm x 278mm min	100		
33	spool	Ribbon, for Manual Typewriter, In box, with each spool individually wrap	15		
34	pieces	Signpen, Black, liquid/gel ink, 0.5mm needle tip	250		
35	pieces	Signpen, Blue, liquid/gel ink, 0.5mm needle tip	175		
36	bottles	Stamp Pad Ink, Black, 50ml (min.)	20		
37	bottles	Stamp Pad Ink, Violet, 50ml (min.)	20		
38	pieces	Stamp Pad, Felt, bed dimension: 4in x 6in	7		
39	boxes	Staple Wire No. 35, Standard	150		
40	rolls	Tape, Packaging, width: 24mm (±1mm)	25		
41	rolls	Tape, Packaging, width: 48mm (±1mm)	25		
42	rolls	Tape, Transparent, width: 24mm (±1mm)	25		
43	rolls	Tape, Transparent, width: 48mm (±1mm)	25		
44	packs	Tissue Paper, roll, 2 ply, 150 pulls, 12 rolls in a pack	400		
- nothing follows -					

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

Canvassed by:

  
**GILBERT C. GONZALES**  
Administrative Aide VI  
Authorized Canvasser