

REQUEST FOR QUOTATION

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
NATIONAL PROSECUTION SERVICE

OFFICE OF THE REGIONAL PROSECUTOR REGION III




Date: September 20, 2019

P.R. No. : 2019-09-0002

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 01, 2019, 10:00 a.m.


JOCELYN 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	1350		
2	pieces	Ballpen, blue	75		
3	pieces	Ballpen, red	90		
4	boxes	Carbon Paper, black, size: 216 mm x 330mm, 100 sheets per box	204		
5	bottles	Correction Fluid, water base, 20 ml per bottle	117		
6	rolls	Correction Tape, roller type, film based, usable length: 6m min	496		
7	boxes	Drum, MK 460, Kyocera Taskalfa 2200	2		
8	boxes	Envelope, mailing, white, 70 gsm (-5%), 500 pieces per box	141		
9	boxes	Fastener, plastic, 50 sets per box - Prince	273		
10	boxes	Folder, pressboard, size: 240mm x 370mm (-5mm) - 100 pcs per box	5		
11	packs	Folder, tagboard, legal, 100 pieces per pack	183		
12	jars	Glue, all purpose, gross weight: 200 grams min	92		
13	packs	Index Card 3 x 5, white, 100 pieces per pack	10		
14	packs	Index Card 5 x 8, white, 100 pieces per pack	131		
15	bottles	Ink, computer printer, black, Epson L120	205		
16	bottles	Ink, computer printer, black, Epson L485	201		
17	bottles	Ink, stamp pad, violet	16		
18	sets	Marker, Flourescent, 3 assorted colos per set	118		
19	pieces	Marker, whiteboard, bullet type, black	25		

Item No.	Unit	Items and Description	Quantity	Unit Price	Total Amount
20	reams	Paper, mimeo, substance 18, whitewove, size: 210mm x 297mm (A4)	37		
21	reams	Paper, mimeo, substance 18, whitewove, size: 216mm x 330mm (Legal)	79		
22	reams	Paper, onion skin, substance 9, size: 210mm x 297mm (A4)	45		
23	reams	Paper, onion skin, substance 9, size: 216mm x 330mm (Legal)	252		
24	pads	Pad Paper, ruled, legal, 90 sheets per pad	475		
25	boxes	Paper Clip, jumbo, vinyl/plastic coat, length: 48mm min	193		
26	boxes	Pencil No. 1, with eraser, 12 pieces per box	87		
27	books	Record Book, 500 PAGES, 214mm x 278mm min	160		
28	pieces	Ribbon, computer printer, cartridge, Epson C13S015516 (#8750), Black	221		
29	rolls	Ribbon, typewriter, manual, in box with each spool individually wrapped	12		
30	pieces	Signpen, black, liquid/gel ink, 0.5mm needle tip	608		
31	pieces	Signpen, blue, liquid/gel ink, 0.5mm needle tip	373		
32	rolls	Tape, packaging, width: 48mm (+mm) 2"	7		
33	rolls	Tape, transparent, width: 24mm (+mm) 1"	174		
34	pieces	Toner, high capacity, Epson Aculaser M1400 (0650)	12		
35	box	Toner - Samsung Printer ProXpress M3820ND	1		
36	box	Toner, MX-237FT/or MX-238FT, Sharp Copier 6031N	1		
37	boxes	Toner, Taskalfa 3010i	23		
38	boxes	Toner, TK 4109 Kyocera Taskalfa 2200	11		

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