



**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_

RFQ No. : \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No. and Validity Period: \_\_\_\_\_ TIN: \_\_\_\_\_

PhilGEPS Registration No. and Validity Period: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions. Submit your quotation duly signed by your representative not later than \_\_\_\_\_. Note : Sealed quotation/s may be submitted or mailed at the address

\_\_\_\_\_  
**MA. ROSALINA I. LAZARO**  
SO II/Technical Assistant

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	GSIS REQUIREMENT/S			OFFER/ QUOTATION				
	Quantity (Qty)		Approved Budget of the Contract	PRICE			Compliance with Technical Specifications (please)	
				QTY	Unit Price	Total Price	Yes	No
OFFICE SUPPLIES								
Ballpen fine pt. non-blot, non-click,	80	PC	365.60				[ ]	[ ]
Charger Battery for AA AAA 9V	1	UNI	505.66				[ ]	[ ]
Battery AA Rechargeable 2,500 mAh	4	PC	762.32				[ ]	[ ]
Binder 3-ring 2 long	15	PC	2,553.75				[ ]	[ ]
Binder 3-ring 3 long	15	PC	2,706.15				[ ]	[ ]
ILLUSTRATION BOARD, (30"x40"), 2 ply	15	PC	642.15				[ ]	[ ]
Box Knockdown w/ cover customized	50	PAA	1,588.00				[ ]	[ ]
Calculator Electronic 12 digit	4	UNI	814.80				[ ]	[ ]
Carbon Paper ordinary 8.5x13 100s/box	1	BOX	106.72				[ ]	[ ]
Clearbook long 40 pockets	10	PC	762.30				[ ]	[ ]
Corkboard 2x3	10	PC	6,270.00				[ ]	[ ]
CORRECTION TAPE, disposable 6m min x 5mm	20	PC	363.00				[ ]	[ ]
Cover looseleaf 8.5x14 2 holes on 8.5	20	PAA	550.00				[ ]	[ ]
Developer copy machine Gestetner 1312	1	PC	5,720.30				[ ]	[ ]
Dispenser 1 Transparent Tape	4	PC	271.80				[ ]	[ ]
Envelope documentary 10 x 15 -500pcs/box	2000	PC	3,060.00				[ ]	[ ]
ENVELOPE, expanding, kraft, legal 100s	50	PC	425.00				[ ]	[ ]
Eraser rubber soft, small, white	10	PC	67.70				[ ]	[ ]

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OFFICE SUPPLIES								
Eraser white board	2	PC	28.54				[ ]	[ ]
Fastener paper plastic	5	BOX	114.65				[ ]	[ ]
Film laminating 95mmx115mm 125 micron	1	BOX	146.11				[ ]	[ ]
Film laminating A4 100 micron	1	BOX	999.88				[ ]	[ ]
Finger Moistener cream type	10	PC	266.80				[ ]	[ ]
Folder Divider long 5 pcs/set	5	SET	76.25				[ ]	[ ]
Folder Morocco legal w/ plastic grip	20	PC	152.40				[ ]	[ ]
FOLDER, pressboard, plain, legal (Note: 100pcs/pack)	30	PC	333.90				[ ]	[ ]
Glue all-purpose w/ applicator 200g	6	JAR	377.40				[ ]	[ ]
Highlighter (yellow/pink/orange only)	20	PC	352.40				[ ]	[ ]
Ink numbering machine 25 ml	2	BT	325.24				[ ]	[ ]
Ink stamp pad 50ml purple	4	BT	114.16				[ ]	[ ]
LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	10	TUB	169.60				[ ]	[ ]
Lead filler 0.7 for mechanical pencil	10	TUB	155.60				[ ]	[ ]
Mask disposable gauze 50's Earloop	1	PAC	108.50				[ ]	[ ]
Numbering Machine Auto 8 digits	1	UNI	1,870.00				[ ]	[ ]
PAPER, bond, Premium Grade legal 70gsm	50	RM	7,454.50				[ ]	[ ]
PAPER, multicopy,legal,laser print,80gsm	10	RM	1,441.70				[ ]	[ ]
Sticky NOTE PAD, (3"x3"), 100 sheets/pad	12	PAD	538.20				[ ]	[ ]
Sticky NOTE PAD, (3"x5"), 100 sheets/pad	12	PAD	332.64				[ ]	[ ]
Paste solid with applicator 200 gms	12	BT	307.20				[ ]	[ ]
Pen correction quick dry	15	PC	600.30				[ ]	[ ]
Pen marker broad tip assorted colors	10	PC	350.90				[ ]	[ ]
MARKER, permanent, black	4	PC	66.92				[ ]	[ ]
MARKING PEN, for Whiteboard, black	2	PC	31.00				[ ]	[ ]
Pencil Mechanical 0.5	10	PC	251.70				[ ]	[ ]
Pencil Mechanical 0.7	10	PC	434.50				[ ]	[ ]
Sticky Sign Here Tape Flag	4	PAD	509.88				[ ]	[ ]
Puncher heavy duty 2 holes	4	UNI	581.40				[ ]	[ ]
Refill roller pen Parker	4	PC	1,026.56				[ ]	[ ]
Rubber Stamp (2 liner) no brdrIne	6	PC	533.64				[ ]	[ ]
Rubber Stamp (3 liner) no brdrIne	2	PC	247.74				[ ]	[ ]
Rubber Stamp (4 liner) no brdrIne	2	PC	330.34				[ ]	[ ]

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OFFICE SUPPLIES								
Ruler plastic 12, Hard Plastic, Acrylic	19	PC	90.44				[ ]	[ ]
Scissors, Office 6	10	PAA	226.70				[ ]	[ ]
Signpen fine pt 0.5 black	10	PC	563.80				[ ]	[ ]
Staple Wire Remover for thick files	5	PC	524.85				[ ]	[ ]
Staple Wire # 35 5000 pcs/box	15	BOX	462.45				[ ]	[ ]
Staple Wire HD 20 mm 1000/box	5	BOX	295.70				[ ]	[ ]
Stapler heavy duty	5	UNI	597.65				[ ]	[ ]
Stapler for thick files	2	UNI	2,976.60				[ ]	[ ]
TAPE, masking, 24mm, 50 meters length	12	ROL	717.60				[ ]	[ ]
Tape Packaging 3 inches x 30m	10	ROL	241.40				[ ]	[ ]
TAPE, transparent, 24mm, 50 meters	20	ROL	382.20				[ ]	[ ]
Twine Plastic 1 kilo/roll	3	ROL	178.92				[ ]	[ ]
Staple Wire for gun tucker T50	2	BOX	228.70				[ ]	[ ]
Notebook Steno ruled spiral 40 lvs	120	PC	1,207.20				[ ]	[ ]
Label self-adhesive 36mmx102mm 136's	5	PAC	254.10				[ ]	[ ]
Envelope mailing white w/ LH 90gsm	3	BOX	1,716.00				[ ]	[ ]
Cutter L-500 heavy duty retractable	10	PC	365.60				[ ]	[ ]
Paper, pad ruled 216mmx330mm	20	PAD	511.00				[ ]	[ ]
PUSH PIN, flat head type 100s	10	BOX	475.70				[ ]	[ ]
Box Magazine 16x10x6 close type	10	PC	946.50				[ ]	[ ]
Clip Paper jumbo vinyl/plastic 48mm	15	BOX	275.25				[ ]	[ ]
Envelope mailing low window w/ LH 90gsm	6	BOX	2,178.00				[ ]	[ ]
RECORD BOOK, 300 pages, smyth sewn	15	PC	1,121.25				[ ]	[ ]
Sharpener pencil, HD, One Hole Guide	2	PC	448.50				[ ]	[ ]
Tape Mounting 24mm x 2 M ; Double Stick	10	PC	2,541.00				[ ]	[ ]
Paper Statio Plain,white,short,memopad,80gsm	3	PAD	1,383.57				[ ]	[ ]
Tape Masking 2 Inches x 50m	10	ROL	1,193.20				[ ]	[ ]
Tape double adhesive 24mm x 25M w/o foam	10	ROL	644.80				[ ]	[ ]
Tape Double Adhesive 24mmX2M w/ Foam	10	ROL	762.30				[ ]	[ ]
Tape Magic 18MMX25M	10	ROL	794.10				[ ]	[ ]
Dater ordinary	8	PC	757.20				[ ]	[ ]
ENVELOPE, expanding, plastic, legal size	40	PC	2,392.00				[ ]	[ ]
FILE ORGANIZER, expanding legal plastic	10	PC	1,032.90				[ ]	[ ]

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OFFICE SUPPLIES								
Folder pressboard expanding green shrt	50	PC	413.00				[ ]	[ ]
MARKING PEN, for transparency	4	PC	185.48				[ ]	[ ]
Puncher, 3-hole, Adjustable,HD	2	UNI	1,029.10				[ ]	[ ]
Puncher, Eyelet	2	UNI	647.96				[ ]	[ ]
Eyelets (as per sample)	5	BOX	330.35				[ ]	[ ]
Disposable cup white 8 oz (Note: Orders must be by 100s)	400	PC	912.00				[ ]	[ ]
Tape, Duct, 2" x 25M	5	ROL	825.85				[ ]	[ ]
CARTOLINA, white	20	PC	78.80				[ ]	[ ]
Signpen fine pt 0.7 non-blot, hi-tech	15	PC	814.65				[ ]	[ ]
Flashlight Rechargeable	2	SET	941.60				[ ]	[ ]
Pen marker fine tip, permanent, blue	5	PC	83.40				[ ]	[ ]
Pen marker fine tip, permanent, red	2	PC	35.24				[ ]	[ ]
Face Mask disposable N95	10	PC	396.00				[ ]	[ ]
Signpen fine pt 0.5 blue	5	PC	281.90				[ ]	[ ]
RECORD BOOK, 500 pages, smyth sewn	5	PC	577.60				[ ]	[ ]
Signpen fine pt 0.5 RED	1	PC	56.38				[ ]	[ ]
Paper Stationery plain white, Legal 100gsm	1	BOX	363.00				[ ]	[ ]
Envelope expanding w/ rubber strap Legal	30	PC	471.90				[ ]	[ ]
Ribbon Bundy Clock (Iwata brand)	2	PC	2,816.00				[ ]	[ ]
Glue white (all purpose)	1	GAL	518.36				[ ]	[ ]
Paper Bond A4 70gsm	40	RM	5,158.40				[ ]	[ ]

- nothing follows -

Willing to Deliver on Account: \_\_\_\_\_

93,589.95

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Contact Numbers (Landline and/or Mobile)/email address

**TERMS AND CONDITIONS:**

- Bidders shall provide correct and accurate information required in this form;
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable;
- Quotations exceeding the Approved Budget for the Contract shall be rejected;
- Award of contract shall be made to the lowest quotation (for goods and services) or, the highest rated offer (for consulting services) which conform to minimum technical specifications and other terms and conditions stated herein;
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives;
- The item/s shall be delivered within ten (10) working days after receipt of Purchase Order through fax to \_\_\_\_\_;
- The GSIS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications; and
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period.

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OFFICE SUPPLIES								

imposed per day of delay. The GSIS shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract without prejudice to other courses of action and remedies open to it.











<b>REMARKS</b>

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