



MATERIALS MANAGEMENT DEPARTMENT

REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM – DUMAGUETE BRANCH OFFICE** invites all interested registered suppliers to submit quotations for the following:

Office supplies with budget worth P 98,085.00:

1st quarter

Quantity	Unit	DESCRIPTION
1	UNI	Automatic Voltage Regulator 500W
125	PC	Ballpen fine pt. non-blot, non-click,
6	PC	Battery alkaline C
150	PAA	Box Knockdown w/ cover customized 4mm thick paperboard / cardboard in corrugated fibreboard carton; Top: 125 lbs., 16-1/8" x 12-1/8" x 2-1/2"; Bottom: 125 lbs., 15-3/8" x 11-3/4" x 10-5/8"
1	UNI	Calculator,desktop,mini-printer type
1	BOX	Carbon Paper ordinary 8.5x13 100s/box
300	PC	TIME CARD, for Amano Bundy Clock,100/bdl Note: Orders must be by 100's
1	PC	Dater automatic w/ inscription custom
6	PC	Desk Pad Exec. leather 22x35 black
12	PC	Desk tray double wire mesh
20	BOX	Fastener paper plastic
10	PC	Finger Moistener cream type
8	PC	Flag GSIS w/ logo nylon 5 ft x 9 ft
8	PC	Flag Philippine nylon 5 ft x 10 ft
50	PC	Folder Morocco legal w/ plastic grip (Note: minimum order 50pcs/pack)
25	PC	Jacket for ID plastic, Std w/ Plstc Grip
10	PAK	Label self-adhesive 24mmx90mm 204's
25	TUB	LEAD, for mechanical pencil,0.5mm, 12 pcs/tube
25	TUB	Lead filler 0.7 for mechanical pencil
1	KAN	Metal Polish 150ml
15	RM	Paper mimeograph long subs 20
30	PC	Pen correction quick dry (atleast 8ml)
30	PC	Pen marker broad tip assorted colors
30	PC	Pencil Mechanical 0.5

30	PC	Pencil Mechanical 0.7
10	PAD	Sticky Sign Here Tape Flag
1	PC	Refill roller pen Parker
1	SPL	Ribbon bundy clock (Amano brand)
5	SPL	Ribbon calculator 14digit prnt/display
2	SPL	RIBBON, nylon, manual typewriter
5	PC	Rubber Stamp (3 liner) no brdrln
5	PC	Rubber Stamp (4 liner) no brdrln
50	PC	Ruler plastic 12, Hard Plastic, Acrylic
10	BOX	Staple Wire HD 10 mm 1000/box
15	ROL	Tape Packaging 3x50m
30	PC	Correction Fluid H2O base white opaque
10	PAK	Silica Gel Microfilm Vault medium, 3.5 inches X 3.5 inches
10	PAK	Label self-adhesive 36mmx102mm 136's
4	BOX	Envelope mailing white w/ LH 90gsm (Note: for Branch Offices Only)
10	BOX	Label self-adhesive 48mmx90mm 102/pac
5	BOX	Envelope mailing low window w/ LH 90gsm (Note: for Branch Offices Only)
25	PC	Folder Transparent Plastic Lng w/ Grip
2	ROL	Tape double adhesive 24mm x 10 yrds w/o foam
3	ROL	Tape Double Adhesive 1" X 2M w/ Foam
5	ROL	Tape, Transparent/Invisible,Matte Finish 3/4" X 50M
5	PC	Cutter L-200 small
15	PC	Dater ordinary
5	PAD	Sticky Flag plain assorted colors
15	PAD	Sticky Note Pad w/ line 4 X 6
50	PC	Sticker paper/Adhesive paper long
2000	PC	Disposable paper cup white 8 oz (Note: Orders must be by 100s - FOR FRONTLINE USE ONLY)
10	ROL	Tape, Duct, 2" x 25M
40	BOX	Blade for cutter L200 (10 blades/box)
2	PC	Emergency light automatic 8hrs life
2	PC	Flashlight plastic LED, 2 D batteries
10	RM	PAPER, mimeo, Whitewove legal
2	ROL	Sticker, Inventory tag, 3" x 1.5 TTR
4	CTD	Toner copy machine Gestetner DSM615
30	PC	Signpen fine pt 0.7 non-blot, hi-tech
1	SET	Coffee cups & saucers, set
2	RM	Paper Copy (Blue) 8 1/2 x 11 , subs 24
2	RM	Paper Copy(Light Green) 8 1/2 x11,subs24
2	RM	Paper Copy Short (Light Pink), 8.5" X 11",subs24
2	RM	Paper Copy Short (Peach), 8.5" X 11",subs24
2	SET	Flashlight Rechargeable
2	SET	Spoon/Fork/Teaspoon/Knife
25	PC	Face Mask disposable N95

7	BOX	ENVELOPE, mailing white w/ window, 90gsm, 500s as per sample (Note: for Central Office Only)
75	PC	Envelope expanding w/ rubber strap Legal, Kraft
1	PC	Holder, Tarpaulin, Standee, Aluminum , retractable, 6.5 ft x 3.25 ft
35	PC	ID Holder Necklace with Logo Pin
2	UNI	Wall Clock
1	BOT	Oil all-purpose

NOTE : Please submit quotation in a SEALED envelope

Canvass Forms may be secured from the GSIS Dumaguete Branch Office, Office of the Branch Manager/Admin Staff starting 13 February 2017. The last day of submission of quotation shall be on 21 February 2017, not later than 8:00 A.M.

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Place of Submission of Quotation : Office of the Branch Manager / Admin Staff
GSIS Dumaguete Branch Office, North
National Highway, Daro, Dumaguete City