



REPUBLIKA NG PILIPINAS
PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)
Maasahan ng Lingkod-Bayan
Cebu Branch Office
Leon Kilat St., Kalubihan, 6000 Cebu City; (032) 2532940

REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM - Cebu Branch Office** invites all interested registered vendors/suppliers to submit quotations for:

1st Quarter Non-PS Office Supplies - ABC: Php194,035.00

ITEM AND DESCRIPTION	QUANTITY	UNIT
Ballpen fine pt. non-blot, non-click	300	PC
Battery alkaline AA	10	PC
Battery alkaline AAA	10	PC
Battery alkaline D heavy duty	10	PC
Box knockdown w/ cover customized	100	PAA
Clearbook long 40 pockets	5	PC
Clearbook A4 40 pockets	5	PC
Clip Binder fold back 1 (12 pcs/box)	10	BOX
Clip binder fold back 2 (12 pcs/box)	10	BOX
Clip binder fold back 3/4 (12 pcs/box)	10	BOX
Corkboard 2x3	5	PC
Desk tray double wire mesh	20	PC
Drinking Glass clear good quality 8oz	2	DZ
Fastener paper plastic	10	BOX
Finger moistener cream	5	PC
FOLDER, pressboard, plain, legal	200	PC
Glue all-purpose w/ applicator 200g	60	JAR
Highlighter (yellow/pink/orange only)	60	PC
Ink stamp pad 50ml purple	10	BT
Mask disposable gauze 50's earloop	5	PAC
PAPER, thermal, 216mmx30M, 1/2" core	2	ROL
Paper mimeograph long subs 20	50	RM
Sticky Note Pad 1 1/2 x 2	12	PAD
Sticky note pad (3"x3"), 100 sheets/pad	12	PAD
Sticky NOTE PAD, (3"x5"), 100 sheets/pad	12	PAD
Pen correction quick dry	60	PC
Pen marker broad tip assorted colors	30	PC

Marking pen, for whiteboard, black	10	PC
Sticky sign here tape flag	12	PAD
Ribbon bundy clock (Amano brand)	3	SPL
Ribbon, nylon, manual typewriter	3	SPL
Signpen fine pt 0.5 black	60	PC
Stamp pad, felt pad, min 60mm x 100mm	20	PC
Electric fan, with stand	5	UNI
Staple wire remover for thick files	60	PC
Staple wire # 35 5000 pcs/box	60	BOX
Stapler heavy duty	10	UNI
Tape packaging 3 inches x 30m	10	ROL
Twine plastic 1 kilo/roll	1	ROL
Correction fluid H2O base white opaque	60	PC
Rubber Band transparent 350 gsm	10	BOX
Push pin, flat head type 100s	5	BOX
Tape masking 2 inches x 50m	10	ROL
Tape Double Adhesive 24mmx10yds w/o foam	10	ROL
Tape double adhesive 24mmx2m w/ foam	10	ROL
Dater ordinary	20	PC
ENVELOPE, expanding, plastic, legal siz	5	PC
Sticky note pad, (2"x3"), 100 sheets/pad	12	PAD
Sticker paper/Adhesive paper long	20	PC
Sticker labelling paper (non gloss) A4	20	PC
Disposable cup white 8 oz	500	PC
Tape, packaging, 2 inches (48mmx50m)	10	ROL
Tape, transparent 2 inches x 50m	10	ROL
Tape, duct, 2" x 25m	10	ROL
Risograph Master KZ B4	5	TUB
Toner copy machine Canon IR-2318L	1	CTD
Ink for Risograph KZ Black	9	TUB
Coffee cups & saucers, set	12	SET
MARKING PEN, for Whiteboard, blue	10	PC
Tape Measure, 34-262, 30M/100FT	1	PC
Flashlight rechargeable	3	SET
Spoon/Fork/Teaspoon/Knife	6	SET
MARKING PEN, for Whiteboard, red	3	PC
Envelope, mailing white, w/ window, 500s	10	BOX
Signpen fine pt 0.5 blue	60	PC
Record book, 500 pages, smyth sewn	10	PC
Signpen fine pt 0.5 red	12	PC
Envelope expanding w/ rubber strap Legal	60	PC
Drum copy machine Canon IR-2318L, F1906	1	PC
Holder, Tarpaulin, Standee, Aluminum ,	15	PC
Plates	2	DZ

3D Letter Display Standee	15	PC
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Canvass/Quotation Forms may be secured from the Office of the Branch Manager, Cebu Branch Office located at Leon Kilat Street, Cebu City starting 28 February 2017. The last day of submission of canvass/quotation shall be on 06 March 2017 not later than 10:00 A.M.

Contact Person : Gina M. Maldo

Telephone No. : (032) 253-2940 / 412-3318

Place of Submission of Quotation : Office of the Branch Manager
GSIS Cebu Branch Office
Leon Kilat Street Cebu City