



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 127,769.00:

2nd quarter

Quantity	Unit	DESCRIPTION
MOE - Office Supplies		
1	UNI	Automatic Voltage Regulator 500W
125	PC	Ballpen fine pt. non-blot, non-click,
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
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
50	PC	Folder Morocco legal w/ plastic grip (Note: minimum order 50pcs/pack)
10	PAK	Label self-adhesive 24mmx90mm 204's
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
10	PAD	Sticky Sign Here Tape Flag
5	SPL	Ribbon calculator 14digit prnt/display
2	SPL	RIBBON, nylon, manual typewriter
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)
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
5	PAD	Sticky Flag plain assorted colors
5	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	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
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
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	BOT	Oil all-purpose
20	PC	Battery alkaline AA (Note: 2 pcs/pack)
20	PC	Battery alkaline AAA (Note: 2 pcs/pack)
25	PC	CORRECTION TAPE, disposable 6m min x 5mm
3000	PC	Envelope documentary 10 x 15 - 500pcs/box
100	PC	ENVELOPE, expanding, kraft, legal 100s
100	PC	FOLDER, pressboard, plain, legal (Note: 100pcs/box)
30	PC	Highlighter (yellow/pink/orange only) (Note: minimum order 3pcs/pack)
10	BOX	Index Tab trnsparnt self-adhesive 5sets/box
10	BOT	Ink stamp pad 50ml purple
200	RM	PAPER, bond, Premium Grade legal 70gsm
5	ROL	PAPER, thermal, 216mmx30M, 1/2" core
30	PC	MARKER, permanent, black
10	PC	MARKING PEN, for Whiteboard, black
40	PC	Pencil # 2 with eraser
30	BOX	Staple Wire # 35 5000 pcs/box
10	BOX	Staple Wire HD 13 mm 1000/box
1	UNI	Stapler for thick files, minimum of 240 sheets
10	ROL	TAPE, masking, 24mm, 50 meters length
25	ROL	TAPE, transparent, 24mm, 50 meters
8	ROL	Twine Plastic 1 kilo/roll
10	BOX	Rubber Band transparent 350 gsm
15	BOX	Clip Paper jumbo vinyl/plastic 48mm, 100pcs/box
150	PC	Folder, Tagboard, Legal Size (Note: 100pcs/pack)

25	BOX	Clip Paper vinyl coated 33mm, 100pcs/box
5	ROL	Tape Masking 2 Inches x 50m
15	PC	ENVELOPE, expanding, plastic, legal size
5	PC	FILE ORGANIZER, expanding legal plastic
20	PAD	Sticky NOTE PAD, (2"x3"), 100 sheets/pad
5	ROL	Tape Packaging 2 inches (48mmx50m)
10	ROL	Tape, Transparent 2 INCHES X 50M
6	PC	MARKING PEN, for Whiteboard, blue
5	PC	MARKING PEN, for Whiteboard, red
20	PAD	Sticky NOTE PAD, (3"x4"), 100 sheets/pad
10	PC	Clearbook long 40 pockets
10	PC	Clearbook A4, 40 pockets
1	PC	Corkboard 2ft x 3ft
3	PC	Dispenser 3 Packaging Tape
2	DZ	Drinking Glass clear good quality 8oz
5	PC	Flashlight plastic hvy duty D battery
1	BOT	Ink for Hasler Franking Machine/Postag
1	UNI	Numbering Machine Auto 8 digits
2	DZ	Plates
2	SET	Sugar, Coffee & Creamer Canister
1	UNI	Digital Voice Recorder
1	UNI	Bundy Clock

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 June 2017. The last day of submission of quotation shall be on 19 June 2017, not later than 8:00 A.M.

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Place of Submission of Quotation : Office of the Branch Manager / Admin Staff
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