



Government Service Insurance System
Kidapawan City Branch Office
 Dimaano Bldg., National Highway, Kidapawan City 9400
 Telephone Nos. (064) 577-5109/577-5111

REQUEST FOR QUOTATION

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

OFFICE SUPPLIES – ABC: Php 80,000.00

Item Description	Quantity	Unit of Measurement
Ballpen fine pt. non-blot, non-click,	25	PC
Battery alkaline 9V	2	PC
Battery alkaline AA	6	PC
Battery alkaline AAA	6	PC
Battery alkaline D heavy duty	6	PC
Box Knockdown w/ cover customized	100	PAA
Clip binder fold back 1 (12 pcs/box)	12	BOX
Clip binder fold back 2 (12 pcs/box)	12	BOX
Clip Bulldog 3	24	PC
CORRECTION TAPE, disposable 6m min x 5mm	17	PC
Dater automatic w/ inscription custom	1	PC
Drinking Glass clear good quality 8oz	1	DZ
Envelope documentary 10 x 15 -500pcs/box	2000	PC
DATA FOLDER, w/ finger ring, (3"x9"x15")	12	PC
Highlighter (yellow/pink/orange only)	16	PC
Mask disposable gauze 50's Earloop	12	PAC
PAPER, multicopy,legal,laser print,80gsm	100	RM
PAPER, thermal,210mmx30M, 1/2" core	12	ROL
Pen marker broad tip assorted colors	24	PC
MARKER, permanent, black	24	PC
MARKING PEN, for Whiteboard, black	3	PC
Pencil # 2 with eraser	29	PC
Sticky Sign Here Tape Flag	1	PAD
Puncher heavy duty 2 holes	1	UNI

Scissors, Office 6"	6	PAA
Signpen fine pt 0.5 black	30	PC
STAMP PAD, felt pad, min 60mm x 100mm	3	PC
ELECTRIC FAN, with stand	2	UNI
Staple Wire # 35 5000 pcs/box	24	BOX
Tape Packaging 3inch X 50M	10	ROL
TAPE, transparent, 24mm, 50 meters	10	ROL
Twine Plastic 1 kilo/roll	1	ROL
Notebook Steno ruled spiral 40 lvs	6	PC
Envelope mailing white w/ LH 90gsm	6	BOX
Paper, pad ruled 216mmx330mm	3	PAD
Rubber Band transparent 350 gsm	5	BOX
PUSH PIN, flat head type 100s	1	BOX
Clip Paper jumbo vinyl/plastic 48mm	6	BOX
Folder,Tagboard,Legal Size	200	PC
FOLDER, tagboard, A4 size	100	PC
RECORD BOOK, 300 pages, smyth sewn	6	PC
Envelope expanding w/ rubber strap short	50	PC
ENVELOPE, expanding, plastic, legal siz	50	PC
Sticker labelling paper (non gloss) A4	20	PC
Disposable cup white 8 oz (Note: Orders	500	PC
Board Cintra , 8ft x 4ft 1 ply white	1	PC
Paper Copy A4 80gsm	150	RM
Emergency light automatic 8hrs life	3	PC
Glue Stick for Glue Gun 1/4" diamx7-1/	12	PC
Sticker, Inventory tag, 3" x 1.5 TTR	1	ROL
Coffee cups & saucers, set	1	SET
Spoon/Fork/Teaspoon/Knife	1	SET
Signpen fine pt 0.5 blue	24	PC
Envelope expanding w/ rubber strap Legal	50	PC

Plates	1	DZ
Sugar, Coffee & Creamer Canister	1	SET
Glue Gun, 1/4 diameter x 7 1/2 inches	1	UNI
Wall Clock	2	UNI

Canvass/Quotation may be secured from the Office of the Branch Manager, Kidapawan Branch Office located at Dimaano Building, National Highway, Kidapawan City starting July 5, 2017. The last day of submission of canvass/quotation shall be on July 11, 2017 not later than 10:00AM.

Contact Person : Mechael C. Cagaanan
Telephone No. : (064) 577-5109/577-5111
Place of Submission of Quotation : Office of the Branch Manager
GSIS Kidapawan Branch Office
Dimaano Building, National Highway, Kid. City