



REPUBLIKA NG PILIPINAS  
**PASEGURUHAN 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:

**3<sup>rd</sup> Quarter 2017 Non-PS Office Supplies - ABC: Php250,374.00**

ITEM AND DESCRIPTION	QUANTITY	UNIT
Ballpen fine pt. non-blot, non-click	600	PC
Battery alkaline AA	20	PC
Battery alkaline AAA	20	PC
Battery alkaline D heavy duty	20	PC
Box knockdown w/ cover customized	200	PAA
Time Card, for Amano Bundy Clock, 100/bd	600	PC
Clip Binder fold back 1 (12 pcs/box)	20	BOX
Clip binder fold back 2 (12 pcs/box)	20	BOX
Clip binder fold back 3/4 (12 pcs/box)	20	BOX
Corkboard 2x3	5	PC
Desk tray double wire mesh	20	PC
Envelope, expanding, kraft, legal 100s	200	PC
Fastener paper plastic	20	BOX
Finger moistener cream	10	PC
Highlighter (yellow/pink/orange only)	60	PC
Ink stamp pad 50ml purple	20	BT
Mask disposable gauze 50's earloop	10	PAC
Paper, bond, premium grade legal 70 gsm	400	RM
PAPER, thermal, 216mmx30M, 1/2" core	4	ROL
Paper mimeograph long subs 20	80	RM
Paper mimeograph A4 subs 20	40	RM
Sticky Note Pad 1 1/2 x 2	24	PAD
Sticky note pad (3"x3"), 100 sheets/pad	24	PAD
Sticky NOTE PAD, (3"x5"), 100 sheets/pad	24	PAD
Pen correction quick dry	120	PC
Pen marker broad tip assorted colors	60	PC
Marker, permanent, black	60	PC
Marking pen, for whiteboard, black	20	PC
Sticky sign here tape flag	24	PAD
Ribbon bundy clock (Amano brand)	6	SPL
Ribbon, nylon, manual typewriter	6	SPL
Signpen fine pt 0.5 black	120	PC
Stamp pad, felt pad, min 60mm x 100mm	40	PC
Staple Wire Remover for thick files	30	PC
Staple wire # 35 5000 pcs/box	120	BOX
Stapler heavy duty	10	UNI
Tape, masking, 24mm, 50 meters length	20	ROL

Tape packaging 3 inches x 30m	20	ROL
Tape, transparent, 24mm, 50 meters	20	ROL
Twine plastic 1 kilo/roll	2	ROL
Correction fluid H2O base white opaque	120	PC
Push pin, flat head type 100s	5	BOX
Record book, 300 Pages, smyth sewn	20	PC
Tape Double Adhesive 24mmx10yds w/o foam	10	ROL
Tape double adhesive 24mmx2m w/ foam	10	ROL
ENVELOPE, expanding, plastic, legal siz	5	PC
Sticky note pad, (2"x3"), 100 sheets/pad	24	PAD
Sticker paper/Adhesive paper long	20	PC
Sticker labelling paper (non gloss) A4	20	PC
Disposable cup white 8 oz	1000	PC
Tape, packaging, 2 inches (48mmx50m)	20	ROL
Tape, transparent 2 inches x 50m	20	ROL
Tape, duct, 2" x 25m	20	ROL
Risograph Master KZ B4	10	TUB
Toner copy machine Canon IR-2318L	2	CTD
Ink for Risograph KZ Black	11	TUB
MARKING PEN, for Whiteboard, red	6	PC
Envelope, mailing white, w/ window, 500s	20	BOX
Signpen fine pt 0.5 blue	120	PC
Record book, 500 pages, smyth sewn	20	PC
Signpen fine pt 0.5 red	12	PC
Envelope expanding w/ rubber strap Legal	120	PC
Paper Bond A4 70 gsm	360	RM

Canvass/Quotation Forms may be secured from the Office of the Branch Manager, Cebu Branch Office located at Leon Kilat Street, Cebu City starting 10 August 2017. The last day of submission of canvass/quotation shall be on 25 August 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