



**REQUEST FOR QUOTATION**

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

**Office Supplies with budget worth P 56,569.00:**

Quantity	Unit	Material No.	DESCRIPTION
			MOE-Office Supplies
70	PC	100010	Ballpen fine pt. non-blot, non-click,
6	PC	100018	Battery alkaline AA (Note: 2 pcs/pack)
6	PC	100019	Battery alkaline AAA (Note: 2 pcs/pack)
4	BOX	100079	Clip binder fold back 1 (25mm) (12 pcs/box)
4	BOX	100080	Clip binder fold back 2 (50mm) (12 pcs/box)
4	BOX	100081	Clip binder fold back 3/4 (19mm) ( 12pcs/box)
3	PC	100086	CORRECTION TAPE, disposable 6m min x 5mm
2000	PC	100128	Envelope documentary 10 x 15 -500pcs/box
2	PC	100148	Finger Moistener cream type
100	PC	100162	FOLDER, pressboard, plain, legal (Note: 100pcs/box)
3	JAR	100169	Glue all-purpose w/ applicator 200g
6	PC	100170	Highlighter (yellow/pink/orange only) (Note: minimum order 3pcs/pack)
3	BOT	100184	Ink stamp pad 50ml purple
12	PAK	100202	Mask disposable gauze 50's Earloop
120	RM	100224	PAPER, bond, Premium Grade legal 70gsm
3	PAD	100246	Sticky Note Pad 1 1/2 x 2
6	BOT	100252	Paste solid with applicator 200 gms
4	PC	100253	Pen correction quick dry (atleast 8ml)
12	PC	100254	Pen marker broad tip assorted colors
12	PC	100255	MARKER, permanent, black
2	PC	100258	Pencil Mechanical 0.5
12	PC	100288	Signpen fine pt 0.5 black
8	ROL	100316	TAPE, masking, 24mm, 50 meters length
12	ROL	100319	Tape Packaging 3x50m
8	ROL	100322	TAPE, transparent, 24mm, 50 meters
5	ROL	100372	Twine Plastic 1 kilo/roll
6	PC	101063	Correction Fluid H2O base white opaque
2	BOX	101071	Envelope mailing plain 90gsm (Note: 500pcs/box)
2	BOX	101116	Rubber Band transparent 350 gsm

100	PC	101225	Folder,Tagboard,Legal Size (Note: 100pcs/pack)
8	PC	101261	RECORD BOOK, 300 pages, Smyth sewn
6	ROL	101383	Tape Masking 2 Inches x 50m
6	ROL	101388	Tape Double Adhesive 1" X 2M w/ Foam
100	PC	101414	Folder pressboard expanding green shrt
450	PC	101630	Disposable paper cup white 8 oz (Note: Orders must be by 100s - FOR FRONTLINE USE ONLY)
3	ROL	101929	Tape Packaging 2 inches (48mmx50m)
3	ROL	101951	Tape, Transparent 2 INCHES X 50M
20	RM	102630	PAPER, mimeo, Whitewove legal
20	RM	102631	PAPER, mimeo,WhiteWove, 210mmx297mm A4
20	BOX	104073	ENVELOPE, mailing white w/ window, 90gsm, 500s as per sample
3	PAD	104085	Sticky Note Pad, 2"x2" 100 sheets/pad
6	PC	104089	Signpen fine pt 0.5 blue
100	PC	104501	Envelope expanding w/ rubber strap Legal, Kraft
120	RM	105020	Paper Bond A4 70gsm

**NOTE : Please submit quotation in a SEALED envelope**

Forms may be secured from the Office of the Manager, GSIS Bohol Branch starting 20 October 2017. The last day of submission of quotation shall be on 28 October 2017, not later than 3:00 p.m.

Contact Person/s : Gerald Mark A. Bondal

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Place of Submission of Quotations : GSIS Bohol Branch Office  
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Tagbilaran City 6300 Bohol