



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 185,000.00

Quantity	Unit of Measurement	ITEM DESCRIPTION
120	PC	Ballpen fine pt. non-blot, non-click,
2	PC	Battery 9V Rechargeable 250 mAh
2	PC	Battery AA Rechargeable 2,500 mAh
100	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	BOX	Carbon Paper ordinary 8.5x13 100s/box
5	PC	Clearbook long 40 pockets
5	PC	Clearbook A4, 40 pockets
12	BOX	Clip binder fold back 1 (25mm) (12 pcs/box)
12	BOX	Clip binder fold back 2 (50mm) (12 pcs/box)
12	BOX	Clip binder fold back 3/4 (19mm) (12pcs/box)
12	PC	Clip Bulldog 3"
36	PC	CORRECTION TAPE, disposable 6m min x 5mm
2	PC	Dater automatic w/ inscription custom
1	DZ	Drinking Glass clear good quality 8oz
12	PC	DATA FOLDER, w/ finger ring, (3" x 9" x 15")
1	JAR	Glue all-purpose w/ applicator 200g
12	PAK	Label self-adhesive 24mmx90mm 204's
12	PAK	Mask disposable gauze 50's Earloop
150	RM	PAPER, bond, legal 70gsm
150	RM	PAPER, multicopy, legal, laser print, 80gsm
18	ROL	PAPER, thermal, 210mmx30M, 1/2" core
6	PAK	Paper Photo glossy 210mmx297mm (20 sheets/pack), 275 GSM, A4, must be compatible with existing professional inkjet printer of CSD, 5-star glossiness, ISO brightness: 92%; thickness: 0.27 mm
6	PAD	Sticky Note Pad 1 1/2 x 2
6	PAD	Sticky NOTE PAD, (3"x5"), 100 sheets/pad
12	ROL	Paper Thermal (Smart Q) 76mmx76M
24	PC	Pen marker broad tip assorted colors
24	PC	MARKER, permanent, black
2	PAD	Sticky Sign Here Tape Flag
60	PC	Sign Pen fine pt 0.5mm black
3	PC	STAMP PAD, felt pad, min 60mm x 100mm
3	PC	Stamp Self-Inking (3 liner)

3	UNI	ELECTRIC FAN, with stand
12	BOX	Staple Wire # 35 5000 pcs/box
1	UNI	Stapler heavy duty (20 sheet stapling cap, 210 staples (min), full size)
6	ROL	TAPE, masking, 24mm, 50 meters length
12	ROL	Tape Packaging 3x50m
12	ROL	TAPE, transparent, 24mm, 50 meters
1	ROL	Twine Plastic 1 kilo/roll
12	PC	Notebook Steno ruled spiral 40 lvs
6	BOX	Envelope mailing white w/ LH 90gsm (Note: for Branch Offices Only)
6	PC	Cutter L-500 heavy duty retractable
6	PAD	Paper, pad ruled 216mmx330mm
3	BOX	Rubber Band transparent 350 gsm
1	BOX	PUSH PIN, flat head type 100pcs/box
6	BOX	Clip Paper jumbo vinyl/plastic 50mm, 100pcs/box
6	BOX	Envelope mailing low window w/ LH 90gsm (Note: for Branch Offices Only)
6	PC	RECORD BOOK, 300 pages, smyth sewn
3	PC	Dater ordinary
1000	PC	Disposable paper cup white 8 oz (Note: Orders must be by 100s - FOR FRONTLINE USE ONLY)
1	ROL	Tape, Duct, 2" x 25M
4	PC	Emergency light automatic 8hrs life
24	PC	Signpen fine pt 0.7 non-blot, hi-tech
20	PC	Plastic Storage Box, 155L, high impact resistant, with wheels (Battle Boxes for BCP)
1	PC	Tape Measure, 34-262, 30M/100FT
60	PC	Sign Pen fine pt 0.5mm blue
6	PC	RECORD BOOK, 500 pages, smyth sewn
1	PC	Microphone, Wireless/Cordless
6	PC	ILLUSTRATION BOARD, (30"x40"), 3 ply
6	BOX	Fastener metal short
1	UNI	Wall Clock
6	PC	Chair, Office, low back
1	UNI	Microwave Oven, Digital, atleast 28 Liters capacity
6	PC	Battery alkaline AA (Note: 2 pcs/pack)
6	PC	Battery alkaline AAA (Note: 2 pcs/pack)
1000	PC	Envelope documentary 10 x 15 -500pcs/box
12	PC	Pencil # 2 with eraser
1	UNI	Fan, Exhaust 12" 30cm x 30cm

Canvass/Quotation may be secured from the Office of the Branch Manager, Kidapawan Branch Office located at Dimaano Building, National Highway, Kidapawan City starting May 19, 2020. The last day of submission of canvass/quotation shall be on May 25, 2020 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