



### REQUEST FOR QUOTATION

The GOVERNMENT SERVICE INSURANCE SYSTEM invites all interested registered suppliers to submit quotations for:

Item No.	Item/Description	Quantity		Approved Budget of the Contract
	Supply and Delivery of Customized Mailing Envelopes			
1	Envelope mailing white w/ LH 90gsm	150	Box	PhP152,490.00
2	Envelope mailing low window w/ LH 90gsm	30	Box	

Request for Quotation Forms may be secured from the Office of the Manager, Malaybalay Branch Office or by emailing Ma. Rosalina I. Lazaro at [mrilazaro@gsis.gov.ph](mailto:mrilazaro@gsis.gov.ph) starting August 27, 2020, at 8:00 A.M. The last day of submission of quotation shall be on September 4, 2020, not later than 4:00 P.M. Quotations and other documents required may also be sent electronically to [mrilazaro@gsis.gov.ph](mailto:mrilazaro@gsis.gov.ph) (*limit attachment size to not more than 5MB*). Submitted quotations with incomplete requirements are automatically disqualified.

Contact Persons : Ma. Rosalina I. Lazaro  
Cristopher Ian C. Flores

Telephone No. : 088-8130581

Place of Submission of Quotation : Office of the Branch Manager  
GSIS Malaybalay Branch Office  
Onda Bldg., Sayre Highway, Casisang  
8700 Malaybalay City, Bukidnon