



Kaagapay ng Komunidad sa Maginhawang Pamumuhay




Standard Form Number: SF-GOOD-60  
 Revised on: January 08, 2018  
 Standard Form Title: Request for Quotation



Date: \_\_\_\_\_  
 Quotation No. \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 TIN Num: \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_, 2021.

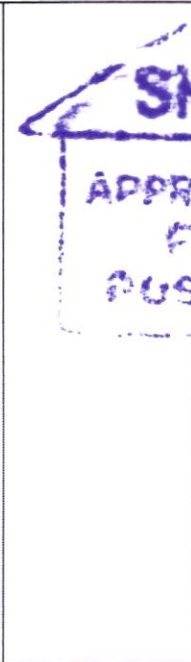
  
 JUSANNE V. SALVADOR  
 Procurement Officer II  
 Tel/fax. No. 817-3168  
[jusansalvador@yahoo.com](mailto:jusansalvador@yahoo.com)

**General Conditions:**

1. All entries must be typewritten/accurate/readable.
  2. Delivery period must be within seven (7) calendar days only.
  3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the Procuring Entity.
  4. Price validity must be within thirty (30) calendar days.
  5. Bidders must submit Certificate of PhilGEPS registration.
  6. Bidders shall submit original brochures showing specifications of product being offered.
- (FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.)**

Item No.	Item and Description	Qty	Approved Budget Total Cost	BID PRICE
1	Various Office Supplies - Ballpen-Black (50 pcs.), Ballpen-Blue (50pcs), Clip Backfold 1" 1/4 (30 boxes), Clip Backfold 2" (30 boxes), Bond Paper-Legal (100 reams), Bond Paper-A4 (120 reams), Record Book-300 pages (10 pcs.), Record Book-500 pages (10 pcs.), Calculator (5 pcs.), Columnar Notebook - 12 columns (10 pcs.), Continuous Form 1 Ply (10 boxes), Continuous Form 2 Ply (20 boxes), Correction Tape (100 pcs.), Documentary Storage Box (60 pcs.), Clip backfold 1" (5 boxes)	1lot	150,884.50	

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	<p>, Envelop Ordinary Brown Legal (500 pcs.), Folder Tagboard-Legal (400 pcs.), Data Filer Box-chipboard (24 pcs.), Folder Fancy-Legal (500 pcs.), Glue (20 btl.), Paper Clip Jumbo (50 boxes), Paper Clip-small (50 boxes), Steel fastener (50 boxes), Paste-Jar with applicator (4 Jars), Pencil with eraser (2 boxes), Puncher (5 pcs.), Marker-Flourescent-chisel point, assorted colors (20 pcs.), Stamp pad ink (5 btl.), Staple Wire Standard-5,000 wires/box (100 boxes), Stapler Heavy Duty, Standard Type (5 pcs.), Notepad 3x3 (100 pcs.), Marking Tape 1" (20 pcs.), Packing Tape (20 pcs.), Marker, Whiteboard Black-Bullet Point (10 pcs.), Marker, Whiteboard Red-Bullet Point (10 pcs.)</p>			
	<p>Place of Delivery : <b>Cauayan City</b> Delivery Term : FOB Destination</p>		<p><b>150,884.50</b></p>	

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_  
 Payee's Name : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
 Printed Name / Signature

\_\_\_\_\_  
 Tel. No. / Cellphone No.  
 e-mail address

\_\_\_\_\_  
 Date

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