



REQUEST FOR QUOTATION/PROPOSAL

Bidder:	Office/Section	CO-ETSO Office Supplies 4th Qtr
Address:	PR no.	CO2020-09-0254
E-Mail Address:	Quotation No.	Philgeps-2020-09-223
Contact No.	TIN.no.:(indicate VAT or Non-Vat)	

Please quote your lowest price on the item/s listed below,subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than in the return envelope attached herewith.


MIRASOL MACARANAS ROSANO
Procurement Unit

- Note: 1. ALL ENTRIES MUST BE COMPLETELY FILLED -UP& INDICATE THE NAME OF THE BRAND BEING
2.DELIVERY PERIOD WITHIN SEVEN OR FIFTEEN CALENDAR DAYS(MAXIMUM)
3. WARRANTY SHALL BE FOR A PERIOD OF THREE(3) MONTHS FOR NON-EXPENDABLE SUPPLIES,ONE(1)YEAR FOR NON EXPENDABLE SUPPLIES FROM DATE OF ACCEPTED BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY(30) CALENDAR DAYS
5. PhilGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATE OF THE PRODUCT BEING OFFERED.

No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	5	pack	BATTERY, dry cell, AA, 2 pieces per blister pack		
2	2	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack		
3	9	tube	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)		
4	2	can	AIR FRESHENER, aerosol, 280ml/150g min		
5	5	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)		
6	3	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)		
7	3	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		
8	3	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)		
9	5	piece	MARKER, whiteboard, black, felt tip, bullet type		
10	3	piece	MARKER, whiteboard, blue, felt tip, bullet type		
11	5	piece	MARKER, PERMANENT, bullet type, black		
12	3	piece	MARKER, PERMANENT, bullet type, blue		
13	5	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
14	5	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
15	2	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		
16	2	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min		
17	1	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB		
18	6	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
19	6	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
20	15	roll	TOILET TISSUE PAPER 2-plys sheets, 150 pulls		
21	1	piece	BROOM, soft (tambo)		
22	2	can	INSECTICIDE, aerosol type, net content: 600ml min		
			(see continuation...) Page 1 of 4		

Delivery Period	
Warranty	
Price Validity	

Printed Name/Signature
Tel.No./Cellphone No./e-mail address
Date



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No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
23	2	roll	TRASHBAG, plastic, transparent		
24	1	Unit	MOUSE, optical, USB connection type		
25	5	piece	Sign pen - Black 0.5		
26	6	piece	Sign pen - Blue 0.5		
27	15	ream	Bond Paper/Coupon Bond (Short) 80 GSM		
28	15	ream	Bond Paper/Coupon Bond (Legal) 100 GSM		
29	3	ream	Specialty Board Paper (Colored) S.24 - A4		
30	3	ream	Specialty Board Paper (Colored) S.24 - Long		
31	50	piece	File Folder (Long) - White 14pt		
32	30	piece	File Folder (Short) - White 14pt		
33	20	piece	File Folder (Long) - assorted color		
34	20	piece	File Folder (Short) - assorted color		
35	50	piece	Envelope, brown - long		
36	50	piece	Envelope, brown - short		
37	20	piece	Envelope - Plastic w/ lock (Long) assorted color		
38	30	piece	Expanding Envelope w/ garter - brown, long		
39	5	dozen	Paper Clip - coated, big		
40	3	box	Paper Fastener - metal		
41	2	box	Staple Wire No. 35		
42	3	roll	Transparent/Scotch Tape 1/2"		
43	1	roll	Transparent/Scotch Tape 3/4"		
44	3	roll	Double Sided Tape 1/2" - w/out foam		
			(see continuation...) Page 2 of 4		

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No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
45	2	roll	Double Sided Tape 1" - w/out foam		
46	2	roll	Double Sided Tape 1/2" - w/ foam		
47	2	pack	Photo Paper A4 High Gloss 260gsm		
48	5	pack	Sticker Paper Non glossy - A4		
49	3	piece	Correction Tape		
50	2	pack	Sticky Note 2x2		
51	2	pack	Sticky Note 2x3		
52	2	pack	Sticky Note 3x4		
53	5	piece	Ring Binder 1/2" - plastic		
54	5	piece	Ring Binder 3/4" - plastic		
55	5	piece	Ring Binder 1" - plastic		
56	5	piece	Ring Binder 1 1/4" - plastic		
57	5	piece	Ring Binder 1 1/2" - plastic		
58	5	piece	Ring Binder 2" - plastic		
59	8	bottle	Epson Ink T6641 black		
60	6	bottle	Epson Ink T6642 cyan		
61	6	bottle	Epson Ink T6643 magenta		
62	6	bottle	Epson Ink T6644 yellow		
63	4	cart	Brother TN Toner (Black)		
64	3	Unit	Canon Toner (IR 1024)		
65	1	Unit	Canon Photodrum (IR1024)		
66	3	bottle	CLEANER, TOILET BOWL AND URINAL,500ml cap(branded)		
(see continuation...) Page 3 of 4					

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