

**REQUEST FOR QUOTATION/PROPOSAL**

Bidder:	_____	Office/Section	MC-CBA Office Supplies
Address:	_____	PR no.	MC2020-07-0224
E-Mail Address:	_____	Quotation No.	Philgeps-2020-09-213
Contact No.	_____	TIN.no <sup>*</sup> (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	9	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack		
2	15	ream	PAPER, MULTICOPY, 80gsm, size: Long		
3	5	ream	PAPER, MULTICOPY, 80gsm, size: A4		
4	1	piece	DATING AND STAMPING MACHINE, heavy duty		
5	2	piece	PUNCHER, paper, heavy duty with two hole guide		
6	10	roll	TRASHBAG, plastic, black, 10pcs/roll - Large		
7	10	roll	TRASHBAG, plastic, black, 10pcs/roll - XX-Large		
8	4	bottle	Epson Ink Refill Black 664		
9	3	bottle	Epson Ink Refill Magenta 664		
10	3	bottle	Epson Ink Refill Cyan 664		
11	2	bottle	Epson Ink Refill Yellow 664		
12	6	piece	Brother Printer / Copier Toner		
13	3	piece	DUST PAN, non-rigid plastic, w/ detachable handle		
14	1	piece	MOP BUCKET, heavy duty, hard plastic		
15	1	piece	MOP HANDLE, heavy duty, aluminum, screw type		
16	1	piece	MOPHEAD, made of rayon, weight: 400 grams min		
17	6	bundle	RAGS, all cotton, 32 pieces per kilogram		
18	15	roll	TRASHBAG, plastic, transparent		
19	15	bar	DETERGENT BAR, 140 grams as packed		
20	6	unit	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade		
21	9	unit	FIRE EXTINGUISHER, PURE HCFC 123, 4-5 kgs.		
22	2	unit	FIRE EXTINGUISHER, DRY 4.5kgs.		
23	20	bottle	ALCOHOL, ethyl, 68%-70%, hand pump, 1 liter		
24	10	box	Surgical Face Mask		
25	1	piece	Toilet Brush with Cap Holder		
26	1	unit	Computer Printer - Epson 3 in 1		
27	3	piece	Light Bulb, LED, 7 watts 1 pc in individual box		
(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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28	2	piece	Cutter blade, for heavy duty cutter		
29	3	bottle	Furniture Cleaner, aerosol type, 300 ml min per can		
30	3	bottle	White Board Refill Ink - Black		
31	3	bottle	White Board Refill Ink - Blue		
32	30	pack	HAND, TOWEL		
33	4	piece	DUST PAN, non-rigid plastic		
34	6	bottle	AIR FRESHENER, aerosol, 280ml/150g min		
35	10	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)		
36	10	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size		
37	15	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		
38	15	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)		
39	9	piece	CORRECTION TAPE, film base type, UL 6m min		
40	5	box	FASTENER, METAL, 70mm between prongs		
41	15	pack	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)		
42	5	pack	FOLDER, TAGBOARD, for legal size documents		
43	5	jar	GLUE, all purpose, gross weight: 200 grams min		
44	5	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard		
45	6	set	MARKER, FLUORESCENT, 3 assorted colors per set		
46	10	piece	MARKER, whiteboard, black, felt tip, bullet type		
47	6	piece	MARKER, whiteboard, blue, felt tip, bullet type		
48	4	piece	MARKER, permanent, bullet type, black		
49	15	piece	PERMANENT MARKER - Fine (Black)		
50	15	piece	WHITE BOARD MARKER - (Black)		
51	11	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
52	15	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min		
53	20	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm		
54	60	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm		
55	5	ream	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose		
			(see continuation...) Page 2 of 4		

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No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
56	5	piece	RULER, plastic, 450mm (18"), width: 38mm min		
57	15	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
58	15	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
59	9	roll	TAPE, MASKING, width: 48mm (±1mm)		
60	9	roll	TAPE, PACKAGING, width: 48mm (±1mm)		
61	5	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
62	25	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls		
63	2	piece	SCISSORS, symmetrical, blade length: 65mm min		
64	20	piece	WASTEBASKET, non-rigid plastic		
65	15	piece	BROOM, soft (tambo)		
66	4	piece	BROOM, stick (Ting-tigal), usable length: 760mm min		
67	12	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap		
68	3	can	CLEANSER, SCOURING POWDER, 350g min/can		
69	6	sachet	DETERGENT POWDER, all purpose, 1 kg		
70	16	bottle	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
71	5	piece	Sanitizing Foot bath Mat; 17x31		
72	5	bottle	Sanitizing Foot bath Mat Sanitizing Solution; 1 gallon		
73	15	piece	FLASH DRIVE, 16 GB capacity		
74	15	piece	Ballpen - Black		
75	15	piece	Ballpen - Red		
76	15	piece	Ballpen - Blue		
77	10	piece	Sticky Note 3x5		
78	45	ream	Specialty Board Paper (Colored) S.24 - Long		
79	30	piece	Expanding Folder (Long) - assorted color/Green		
80	30	piece	Envelope, brown - long		
81	30	piece	Expanding Envelope w/ garter - brown, long		
82	15	roll	Double Sided Tape 1" - w/out foam		
83	15	roll	Double Sided Tape 1/2" - w/ foam		
(see continuation...) Page 3 of 4					

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