



REQUEST FOR QUOTATION/PROPOSAL

Bidder:

Address:

E-Mail Address:

Contact No.

Office/Section

PR no.

Quotation No.

TIN.no.:(indicate VAT or Non-Vat)

CO-ETSO Office Supplies 3rd Qtr

CO2020-09-0253

Philgeps-2020-09-222

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	1	roll	ACETATE, thickness: 0.075mm min (gauge #3)		
2	2	can	AIR FRESHENER, aerosol, 280ml/150g min		
3	5	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)		
4	3	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size		
5	2	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)		
6	2	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		
7	2	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)		
8	5	box	DATA FILE BOX, made of chipboard, with closed ends		
9	3	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing		
10	5	box	FASTENER, METAL, 70mm between prongs		
11	10	set	FILE TAB DIVIDER, bristol board, for A4		
12	10	set	FILE TAB DIVIDER, bristol board, for legal		
13	2	pack	FOLDER, L-TYPE, PLASTIC, for A4 size documents		
14	2	pack	FOLDER, L-TYPE, PLASTIC, for legal size documents		
15	1	jar	GLUE, all purpose, gross weight: 200 grams min		
16	2	box	INDEX TAB, self-adhesive, transparent		
17	2	bundle	LOOSELEAF COVER, made of chipboard, for legal		
18	5	set	MARKER, FLUORESCENT, 3 assorted colors per set		
19	5	piece	MARKER, whiteboard, black, felt tip, bullet type		
20	3	piece	MARKER, whiteboard, blue, felt tip, bullet type		
21	2	piece	MARKER, whiteboard, red, felt tip, bullet type		
22	5	piece	MARKER, PERMANENT, bullet type, black		
			(see continuation...) Page 1 of 6		

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No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
23	3	piece	MARKER, PERMANENT, bullet type, blue		
24	5	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
25	5	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
26	3	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		
27	3	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min		
28	1	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB		
29	1	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
30	1	box	RUBBER BAND, 70mm min lay flat length (#18)		
31	1	piece	RULER, PLASTIC, 450MM (18"), width: 38mm min		
32	6	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
33	6	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
34	1	bottle	STAMP PAD INK, purple or violet		
35	1	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min		
36	1	box	STAPLE WIRE, for heavy duty staplers, (23/13)		
37	2	box	STAPLE WIRE, STANDARD, (26/6)		
38	2	roll	TAPE, MASKING, width: 24mm (±1mm)		
39	2	roll	TAPE, MASKING, width: 48mm (±1mm)		
40	2	roll	TAPE, PACKAGING, width: 48mm (±1mm)		
41	2	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
42	2	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
43	15	pack	TOILET TISSUE PAPER 2-ply sheets, 150 pulls		
44	1	pair	SCISSORS, symmetrical, blade length: 65mm min		
			(see continuation...) Page 2 of 6		

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No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
45	10	piece	DVD - RW w/ case		
46	4	cart	Brother TN Toner (Black)		
47	3	unit	Canon Toner (IR 1024)		
48	1	unit	Canon Photodrum (IR 1024)		
49	10	piece	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min		
50	1	unit	MOUSE, optical, USB connection type		
51	50	piece	Ballpen - Black		
52	5	piece	Sign pen - Black 0.5		
53	5	piece	Sign pen - Blue 0.5		
54	2	piece	Permanent Marker - Broad (Black)		
55	2	piece	Permanent Marker - Broad (Blue)		
56	2	piece	Permanent Marker - Broad (Red)		
57	1	bottle	Permanent Marker Refill Ink - (Black)		
58	1	bottle	Permanent Marker Refill Ink - (Blue)		
59	1	bottle	Permanent Marker Refill Ink - (Red)		
60	3	piece	White Board Marker - Black		
61	3	piece	White Board Marker - Blue		
62	2	piece	White Board Marker - Red		
63	1	bottle	White Board Marker Refill Ink - Black		
64	1	bottle	White Board Marker Refill Ink - Blue		
65	1	bottle	White Board Marker Refill Ink - Red		
66	20	piece	Pencil No. 2		
			(see continuation...) Page 3 of 6		

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No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
67	15	ream	Bond Paper/Coupon Bond (Short) 80 GSM		
68	15	ream	Bond Paper/Coupon Bond (Legal) 100 GSM		
69	1	ream	Construction / Colored Paper (Assorted Colors) Long		
70	3	ream	Specialty Board Paper (Colored) S.24 - A4		
71	3	ream	Specialty Board Paper (Colored) S.24 - Long		
72	50	piece	File Folder (Long) - White 14pt		
73	30	piece	File Folder (Short) - White 14pt		
74	20	piece	File Folder (Long) - assorted color		
75	20	piece	File Folder (Short) - assorted color		
76	50	piece	Envelope, brown - long		
77	50	piece	Envelope, brown - short		
78	20	piece	Envelope - Plastic w/ lock (Long) assorted color		
79	30	piece	Expanding Envelope w/ garter - brown, long		
80	5	dozen	Paper Clip - coated, big		
81	3	box	Paper Fastener - metal		
82	2	box	Staple Wire No. 35		
83	1	piece	NT Cutter - big		
84	3	roll	Transparent/Scotch Tape 1/2"		
85	1	roll	Transparent/Scotch Tape 3/4"		
86	3	roll	Double Sided Tape 1/2" - w/out foam		
87	2	roll	Double Sided Tape 1" - w/out foam		
88	2	roll	Double Sided Tape 1/2" - w/ foam		
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No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
89	2	piece	Clear Book - Long, assorted color		
90	2	pack	Clear Book - Long REFILL		
91	5	pack	Photo Paper A4 High Gloss 260gsm		
92	5	pack	Sticker Paper Non glossy - A4		
93	3	piece	Correction Tape		
94	2	pack	Sticky Note 2x2		
95	2	pack	Sticky Note 2x3		
96	2	pack	Sticky Note 3x4		
97	5	piece	Ring Binder 1/2" - plastic		
98	5	piece	Ring Binder 3/4" - plastic		
99	5	piece	Ring Binder 1" - plastic		
100	5	piece	Ring Binder 1 1/4" - plastic		
101	5	piece	Ring Binder 1 1/2" - plastic		
102	5	piece	Ring Binder 2" - plastic		
103	1	piece	STAMP "Received" and others (Self-Inking/Customized)		
104	8	bottle	Epson Ink T6641 black		
105	6	bottle	Epson Ink T6642 cyan		
106	6	bottle	Epson Ink T6643 magenta		
107	6	bottle	Epson Ink T6644 yellow		
108	5	pack	BATTERY, dry cell, AA, 2 pieces per blister pack		
109	2	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack		
110	1	roll	TAPE, electrical		
			(see continuation...) Page 5 of 6		

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No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
111	2	piece	BROOM, soft (tambo)		
112	3	bottle	CLEANER, TOILET BOWL AND URINAL,500ml cap(branded)		
113	1	pouch	DETERGENT POWDER, all purpose, 1kilo/pouch		
114	1	container	DISINFECTANT, bleaching solution 1L		
115	1	can	DISINFECTANT SPRAY, 500ml		
116	1	sachet	Dishwashing Liquid, ANTIBAC Refill 600ml		
117	1	piece	Door Mat - Rubber		
118	3	pouch	Fabric Conditioner 1L		
119	1	can	FURNITURE CLEANER, aerosol, 300mL/can		
120	1		GLASS CLEANER, 500 ML		
121	2	box	Hand Soap Bar 50gms		
122	2	piece	TORNADO MOP- Refill		
123	2	roll	TRASHBAG, plastic, black, 10pcs/roll - Extra-Large		
124	2	roll	TRASHBAG, plastic, black, 10pcs/roll - XX-Large		
125	1	piece	Toilet Deodorizer 50gms with case		
126	2	piece	Toilet Deodorizer 50gms refill		
127	1	piece	Toilet Brush with Cap Holder		
128	2	roll	TRASHBAG, plastic, transparent		
129	3	can	INSECTICIDE, aerosol type, net content: 600ml min		
130	2	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
131	18	tube	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)		
			*****NOTHING FOLLOWS*****		
			Page 6 of 6		

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