



REQUEST FOR QUOTATION/PROPOSAL

Bidder:	Office/Section	MC-DOAS Office Supplies
Address:	PR no.	MC2020-02-0076
E-Mail Address:	Quotation No.	Philgeps-2020-09-236
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	1	bottle	alcohol 70% scented 500ml		
2	2	box	data file box made of chipboard w/ closed ends		
3	1	box	envelope mailing box 80gsm		
4	30	piece	white board marker - black		
5	30	piece	white board marker - blue		
6	30	piece	white board marker - red		
7	75	piece	bond paper / coupon bond (legal)		
8	1	piece	ruler, plastic 450mm (18") width 38mm min		
9	13	piece	sign pen black 0.5mm needle tip		
10	13	piece	sign pen blue 0.5mm needle tip		
11	13	piece	sign pen red 0.5mm needle tip		
12	50	piece	staple wire no. 35		
13	4	piece	expanding envelope (long)		
14	1	piece	scissors symmetrical blade length 65 mm min		
15	1	piece	tape dispenser table top 24mm width tape		
16	5	piece	ballpen - black		
17	5	piece	ballpen - blue		
18	5	piece	ballpen - red		
19	3	piece	gel pen - black		
20	3	piece	gel pen - blue		
21	50	piece	file folder long - white 14 pt		
22	50	piece	expanding folder (long) assorted color - green		
			(see continuation) Page 1 of 2		

Delivery Period	
Warranty	
Price Validity	

Printed Name/Signature

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

Date

Date _____