

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Caraga Regional Office No. 13
CSU Campus, Ampayon, Butuan City
Tel. # (085) 342-5345, Fax #: 342-5684
Email address: dostcaraga@yahoo.com

REQUEST FOR QUOTATION

Company Name: _____ Date: 2/13/2020
Address: _____ Quotation#: 102-2020

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.


IMELDA S. MEZO
Chief Admin. Officer

Item No.	Item & Description	QTY.	UNIT OF MEASURE	UNIT PRICE
1	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	30	bottle	
2	STAMP PAD INK, purple or violet	10	bottle	
3	ACETATE, thickness: 0.075mm min (gauge #3)	1	box	
4	CARBON FILM, PE, blue, size 216mm x 330mm	5	box	
5	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	100	piece	
6	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	150	ream	
7	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	100	ream	
8	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	15	book	
9	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	15	book	
10	BATTERY, dry cell, AA, 2 pieces per blister pack	40	pack	
11	BATTERY, dry cell, AAA, 2 pieces per blister pack	40	pack	
12	GLUE, all purpose, gross weight: 200 grams min	25	jar	
13	STAPLE WIRE, STANDARD, (26/6)	20	box	
14	TAPE, MASKING, width: 24mm (±1mm)	24	roll	
15	TAPE, TRANSPARENT, width: 24mm (±1mm)	50	roll	
16	TAPE, TRANSPARENT, width: 48mm (±1mm)	50	roll	
17	TWINE, plastic, one (1) kilo per roll	12	roll	
18	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	30	pc	
19	Ligth Bulb, LED, 7 watts 1 pc in individual box	30	pc	
20	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	15	bottle	
21	DISINFECTANT SPRAY, aerosol type, 400-550 grams	6	can	
22	RAGS, all cotton, 32 pieces per kilogram min	10	bundle	
23	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	10	box	
24	MARKER, whiteboard, red, felt tip, bullet type	24	piece	
25	FOLDER, TAGBOARD, for legal size documents	10	box	
26	CLEARBOOK, 20 transparent pockets, for A4 size	10	piece	
27	CLEARBOOK, 20 transparent pockets, for LEGAL size	10	piece	
28	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	150	piece	
	Purpose: Procurement of common office supplies for February to March 2020			
	PR#: 2020-02-085			

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

Printed Name/Signature of Supplier

Contact Number

Date