

Republic of the Philippines  
 DEPARTMENT OF SCIENCE AND TECHNOLOGY  
 Caraga Regional Office No. 13  
 CSU Campus, Ampayon, Butuan City  
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REQUEST FOR QUOTATION

Company Name: \_\_\_\_\_ Date: 11/9/2020  
 Address: \_\_\_\_\_ Quotation#: 404-2020

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	<b>LED Linear Tube</b> - 20 watts	10	pc	
2	<b>LED Light Bulb</b> - 20 watts	10	pc	
3	<b>Air Freshener</b> - Lemon Fragrance - Net Content of 300mL	3	can	
4	<b>Brown Envelope, expanding</b> - A-4 size	30	pc	
5	<b>Mailing Envelope</b> - Legal	10	pc	
6	<b>Index Tab</b> - 5 sets per box - self-adhesive - assorted color	10	box	
7	<b>Paper Multicopy</b> - 80gsm - A-4 size	20	ream	
8	<b>Paper Multicopy</b> - 80gsm - Legal size	5	ream	
9	<b>Tape, Transparent</b> - width: 48mm	5	roll	
10	<b>Tape, Packaging</b> - width: 48mm	5	roll	
11	<b>Detergent Powder</b> - 1 kg	5	pack	
12	<b>Liquid Soap</b> - with anti-bacterial property - lemon scent	5	bottle	

	- 500 mL			
13	<b>Disinfectant Spray</b>	3	can	
	- lavender scent			
	- 500 mL			
14	<b>Wall Fan</b>	1	unit	
	- Double Oscillation			
	- 18" (45cm metal blade)			
	- 4 Speed Setting			
	- 4 Easy Tilt Adjustment			
15	<b>Leatherette</b>	3	meter	
	- fabric leather			
	- color black			
	- washable with water			
16	<b>Swivel Office Chair</b>	2	unit	
	- fabric leather			
	- color black			
	- washable with water			
	- 5 cm sponge seat			
	- w/ head rest			
17	<b>Office Desk</b>	2	unit	
	- standard			
	- with 4 drawers, 1 shelf and 1 center drawer with key and lock			
	<b>Purpose:</b> Supplies to be used at the Gold-Copper Mineral Processing Facility in Del Pilar, Cabadbaran City.			
	PR#: 2020-11-428			

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

\_\_\_\_\_  
Printed Name/Signature of Supplier

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date