


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: 12/1/2020
 Address: _____ Quotation#: 438-2020

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	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	80	ream	
2	PAPER, MULTICOPY, 80gsm, size: 216mm x 297mm	40	ream	
3	BATTERY, size AAA, alkaline, 2 pieces per blister pack	10	pack	
4	BATTERY, size AA, alkaline, 2 pieces per blister pack	10	pack	
5	CLIP, backfold, 19mm, 12 pieces per box	10	box	
6	SIGN PEN, blue	30	pc	
7	PAPER CLIP, gem type, 48mm, 100 pieces per box	20	box	
8	ALCOHOL, 70% ethyl, 500ml	15	pc	
9	GLUE, all purpose, 300 grams min.	10	pc	
10	FOLDER, Pressboard, size: 210mm x 370mm, 100s/box	3	box	
11	FOLDER, Tagboard, Legal size, 100 pieces per pack	3	box	
12	COMPACT FLOURESCENT LAMP, 18watts, 1 piece in ind	20	pc	
13	Liquid Soap, 500ML, Anti-bacterial	10	pc	
14	FLASH DRIVE, 8GB, USB 2.0, plug and play	10	pc	
15	Storage Box	6	pc	
	*Plastic			
	*120L			
16	Portafile Box	5	pc	
	*Double/cover			
	*Color Red			
	Purpose: Procurement of common office supplies for the month of November and December 2020.			
	PR#: 2020-12-466			

 Printed Name/Signature of Supplier

 Contact Number

 Date