

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: 12/22/2020
Address: _____ Quotation#: 474-2020

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	100	ream	
2	PAPER MULTICOPY; 80gsm, size: 216mm x 330mm	20	ream	
3	ALCOHOL; 70%, ethyl, 500 mL	40	bottle	
4	FOLDER; Tagboard; Legal size; 100 pieces per pack	3	box	
5	FOLDER; Pressboard; size: 210mm x 370mm, 100s/box	1	box	
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual	20	pc	
7	TONER CART, HP CE285A (HP85A), Black	5	cart	
8	TONER CART, HP CB436A, Black	3	cart	
9	DISINFECTANT SPRAY (LYSOL 400-500 grams)	10	can	
10	INSECTICIDE, aerosol type, 600mL/can	10	can	
11	Liquid Soap, 500mL, Anti-bacterial	10	bottle	
12	Signpen	100	pc	
13	Walis Tambo	15	pc	
14	Walis Tingting	15	pc	
	Purpose: Procurement of common office supplies for the month of December 2020			
	PR#: 2020-12-504			

Printed Name/Signature of Supplier

Contact Number

Date