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:* 3/16/2022
Address: _____ *Quotation#:* **067-2022**

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	Marker Fluorescent, 3 assorted colors per set	10	pack	
2	Paper Multicopy; 80gsm, size: 210mm x 297mm	100	ream	
3	Folder, Tagboard, Legal Size, 100 pieces per pack	6	box	
4	Eraser, Plastic or Rubber	10	pc	
5	Sign Pen, Blue	100	pc	
6	Ink Cart, HP CZ107AA, (HP678), Black	10	cart	
7	Ink Cart, HP CZ108AA, (HP678), Tri-color	10	cart	
8	Toner Cart, HP CB436A, Black	10	cart	
9	Toner Cart, HP CE285A (HP85A), Black	10	cart	
10	Toner Cart, HP CF219A (Black)	5	cart	
11	Fluorescent, LED 18 watts	15	pc	
12	Disinfectant Spray, 400-550 Grams	20	can	
13	Furniture Cleaner, Aerosol, 300mL/can	15	can	
14	HP 955XL, Black	2	cart	
15	HP 955XL, Cyan	1	cart	
16	HP 955XL, Magenta	1	cart	
17	HP 955XL, Yellow	1	cart	
	Purpose: Procurement of common office and IT supplies for the month of April and May of CY 2022.			
	PR#: 2022-03-072			

_____
Printed Name/Signature of Supplier

_____
Contact Number

_____
Date