


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: 4/22/2022
Address: _____ Quotation#: 118-2022

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	Battery, dry cell, AA	7	pack	
2	Battery, dry cell, AAA	7	pack	
3	Tape, electrical	5	roll	
4	Alcohol, ethyl, 1 liter	5	bottle	
5	Paper, multi-purpose, 70gsm, size: 210mm x 297mm (A4)	12	ream	
6	Paper, multi-purpose, 70gsm, size: 216mm x 330mm (Legal)	12	ream	
7	Paper, multi-purpose, 80gsm, size: 210mm x 297mm (A4)	5	ream	
8	Paper, multi-purpose, 80gsm, size: 216mm x 330mm (Legal)	5	ream	
9	Sign pen, blue, gel ink, 0.50mm needle tip	15	pc	
10	Staple wire, standard no. 35	2	box	
11	Tape, packaging, width: 48mm (±1mm)	10	roll	
12	Tape, duct, width: 48mm (±1mm)	5	roll	
13	Disinfectant Spray	4	bottle	
14	Face Mask, 50pc/pack, surgical, 3-ply	10	pack	
15	Gestetner Toner, Black, DS615/DS618/DS618d	5	tube	
16	Epson L3110 Ink 664 (Black)	10	bottle	
17	Lateral Filing Cabinet, 4 layers	2	unit	
18	Board Paper, White, Legal	5	pack	
19	Board Paper, Ivory, Legal	5	pack	
20	Board Paper, Ivory, A4	5	pack	
21	Highlighter, Pastel, 10 pcs per set	3	pack	
22	Sticker Paper, Legal, Matte	5	pack	
23	Sticker Paper, A4	5	pack	
24	Index Tab Stickers, Fluorescent, 5-colors	10	pack	
25	Index Tab Stickers, Fluorescent, 5-colors with sign here note	10	pack	
26	Photo Paper, Glossy, A4	15	pack	
27	Bondpaper, 100gsm, A4 size	4	ream	
28	Hard Disk, 1TB	3	unit	
29	Flashdrive, 64GB, 3.0	3	unit	
30	Toner 85A HP	3	cart	
	Purpose: Procurement of common office and IT supplies for the month of April and May of CY 2022 to be charged to STORRM 2022 Funds and GIA 2022 Funds.			
	PR#: 2022-04-128			

Printed Name/Signature of Supplier

Contact Number

Date