


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  
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REQUEST FOR QUOTATION

Company Name: \_\_\_\_\_ Date: 05/16/2022  
Address: \_\_\_\_\_ Quotation#: 145-2022

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	Paper, Board, Legal, 10s	50	pack	
2	Paper, Board, A4, 10s	100	pack	
3	Matte Photo Paper, A4	10	pack	
4	Notepad, Stick-on, 2x3, 100 sheets per pad	40	pc	
5	Notepad, Stick-on, 3x3, 100 sheets per pad	30	pc	
6	Notepad, Stick-on, 3x4, 100 sheets per pad	20	pc	
7	Paper, Multi-copy A4, 80gsm MULTI-(COPY) A4	100	ream	
8	Folder, Pressboard, Size: 240mm x 370mm, 100s/box	5	box	
9	Tape, Double Sided, 24mm	10	roll	
10	Tape, Masking, 48mm, 50 meters length	10	roll	
11	Tape, Transparent, 24mm, 50 meters length	10	roll	
12	Tape, Duct, 48mm	10	roll	
13	Ballpen, Blue	150	pc	
14	Clip, Backfold, 19mm, 12pcs per box	20	box	
15	Clip, Backfold, 32mm, 12pcs per box	20	box	
16	Clip, Backfold, 50mm, 12pcs per box	20	box	
17	Fastener, for paper, metal, 50 sets per box	20	box	
18	Note Book, Stenographer, 40 leaves, Spiral	150	pc	
19	Record Book, 300 pages, Size: 214mm x 278mm	15	pc	
20	Sign Pen, Blue	100	pc	
21	Frame for certificate, A4	30	pc	
22	Certificate Holder, A4	100	pc	
23	Laminating Film, Legal, 100s/box	1	box	
24	Toner Cart, HP CE285A (HP85A), Black	15	cart	
25	Cleaner, Toilet Bowl and Urinal, 900-1000mL Cap	6	bottle	
26	Insecticide, Aerosol Type, 600mL/can	6	can	
	<b>Purpose:</b> Procurement of common office and IT supplies for the month of June and July of CY 2022.			
	PR#: 2022-05-160			

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

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

\_\_\_\_\_  
Date