REQUEST FOR QUOTATION

CITY GOVERNMENT OF CALAPAN

Date: _____

Quotation No.: _____

_____

_____

Company / Store Name & Address

Please quote your lowest price on the items listed below, subject to the General Conditions on the first page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than five (5) days in the return envelope.

ENGR. BENJAMIN L. ACEDERA
City Engineer / BAC Chairperson

NOTE:

1 ALL ENTRIES MUST BE TYPEWRITTEN OR HANDWRITTEN.
2 DELIVERY PERIOD WITHIN FIFTEEN (15) CALENDAR DAYS.
3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR THE EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
4 PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
5 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

ITEM NO.	QTY.	UNIT OF ISSUE	ITEM & DESCRIPTION	BRAND	UNIT COST	TOTAL COST
1	4	pcs	Folder Holder, carton (red)			
2	40	rms	Book Paper,sub20,70g/m2,long			
3	15	rms	Book Paper,sub20,70g/m2,short			
4	20	rms	Book Paper,sub20,70g/m2,A4			
5	1	pc	Dater			
6	1	pc	Stamp Pad, 4 x 6			
7	3	pcs	Scotch Tape 1", crocodile			
8	2	pcs	Double sided tape, 1"			
9	2	btls	Air Freshener,510grams			
10	7	btls	Alcohol with Pump,70%,500ml			
11	20	rolls	Tissue paper, 3ply ,individually wrapped			
12	1	pc	Calculator, 12 digits			
13	1	blt	Padding Glue, stick-up			
14	10	pcs	Correction Tape			
15	2	pcs	Parker pen, Blue			
16	2	boxes	My-gel ,sign-pen ,0.5,blue			
17	1	box	Ballpen, ballpoint, blue			
18	1	box	Pencil, #2			
19	1	unit	Printer with scanner,			
20	2	pcs	Pentel Pen, fine, pilot,black			
21	4	blts	Ink Refill, EPSON, T664 Black			
22	set	1	Office Table, L shape office desk w/ side			
			return and mobile pedestal			
23	set	22.22	Window Blinds 50 x 64			
24	set	22.22	Window Blinds 51 x 64			
			Office supplies to be used by BAC office.			

_____
Printed Name / Signature

_____
Tel. No./ Cellphone No./e-mail address

_____
Date

This is to certify that the undersigned conducted request for quotations for the above stated items.

EnP. LEA B. CARPIO
HEAD,BAC Secretariat

EnP. LEA B. CARPIO
Supervising Administrative Officer
Head, BAC Secretariat