



REQUEST FOR QUOTATION/PROPOSAL

Bidder:

Address:

E-Mail Address:

Contact No.

Office/Section

PR no.

Quotation No.

TIN.no: (indicate VAT or Non-Vat)

BC-COED Office Supplies 2nd to 4th Qtr 2020

BC2020-09-149

Philgeps-2020-09-242

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.


MIRASOL MACARANAS ROSANO
Procurement Unit

- Note:
1. ALL ENTRIES MUST BE COMPLETELY FILLED -UP& INDICATE THE NAME OF THE BRAND BEING

2.DELIVERY PERIOD WITHIN SEVEN OR FIFTEEN CALENDAR DAYS(MAXIMUM)

3. WARRANTY SHALL BE FOR A PERIOD OF THREE(3) MONTHS FOR NON-EXPENDABLE SUPPLIES,ONE(1)YEAR FOR NON EXPENDABLE SUPPLIES FROM DATE OF ACCEPTED BY THE PROCURING ENTITY

4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY(30) CALENDAR DAYS

5. PhilGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION

6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATE OF THE PRODUCT BEING OFFERED.

No.	Qty	Unit of Measure	Description/Offer	Unit Price	Total Cost
1	5	piece	CORRECTION TAPE, film base type, UL 6m min		
2	1	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc		
3	1	set	MARKER, FLUORESCENT, 3 assorted colors per set		
4	12	piece	MARKER, PERMANENT, bullet type, black		
5	1	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
6	1	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min		
7	4	roll	TAPE, MASKING, width: 24mm (±1mm)		
8	2	unit	PENCIL SHARPENER, manual, single cutter head, table type		
9	5	bottle	Epson Ink T6641 black		
10	10	bottle	Epson Ink 001 Black		
11	10	bottle	Epson Ink 001 Cyan		
12	10	bottle	Epson Ink 001 Yellow		
13	10	bottle	Epson Ink 001 Magenta		
14	10	bottle	Epson Ink 003 Black		
15	10	bottle	Epson Ink 003 Cyan		
16	10	bottle	Epson Ink 003 Yellow		
17	10	bottle	Epson Ink 003 Magenta		
18	3	unit	Canon Toner (IR 1024)		
19	1	unit	Canon Photodrum (IR 1024)		
20	1	unit	Papercutter (Long)		
21	1	unit	PAPER SHREDDER, cutting width: 3mm-4mm		
			*****Nothing Follows*****		

Delivery Period

Warranty

Price Validity

Printed Name/Signature

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

Date