

Republic of the Philippines  
Province of Davao Oriental  
CITY OF MATI

**REQUEST FOR QUOTATION**

Date: 1 August 2013  
RFQ No.: 068

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

TIN No.: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly representative not later than **7 August 2013**.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

**MARIA LUISA R. COMO**  
City General Services Officer  
Head, BAC Secretariat

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

**PR No. 3670**  
City Vice Mayor's Office

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER				REMARKS
			PRICE		Compliance with Technical Specifications		
			Unit Price	Total Price	Yes	No	
Office Supplies		P 12,269.00					
1. Bond Paper – Long	10 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
2. Bond Paper – Short	10 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
3. Book Paper – Long	5 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
4. Book Paper – Short	5 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
5. Staple #35	5 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
6. Staple wire #35	5 Boxes				<input type="checkbox"/>	<input type="checkbox"/>	
7. Folder – Long	50 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
8. Folder – Short	30 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
9. Record Book – 300 pages	10 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
10. Sign pen	10 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
11. Ballpen	1 Box				<input type="checkbox"/>	<input type="checkbox"/>	
12. Wyteboard Marker	20 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
13. Pentel Pen (fine)	10 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
14. Push Pins	2 Boxes				<input type="checkbox"/>	<input type="checkbox"/>	
15. Correction Tape/wipe-out	10 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
16. Air Freshener	2 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
17. Alcohol (big)	2 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
18. Masking tape (1 inch)	5 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
19. Scotch tape (1 inch)	5 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
20. Highlighter Pen (assorted colors)	10 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	

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21. Paper clips (plastic coated)	3	Boxes				[ ]	[ ]	
22. Binder clips - small	30	pcs				[ ]	[ ]	
23. Binder clips - medium	30	Pcs				[ ]	[ ]	
24. Binder clips - large	30	Pcs				[ ]	[ ]	
25. Data file box (magazine filer)	10	Pcs				[ ]	[ ]	

\_\_\_\_\_  
 Canvasser

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Contact Numbers (Landline and/or Cellphone Nos.)/E-mail address

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.