

Republic of the Philippines
Province of Davao Oriental
CITY OF MATI

REQUEST FOR QUOTATION

Date: 8 August 2013

RFQ No.: 082

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 **14 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. 3878
City General Services Office

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER				
			PRICE		Compliance with Technical Specifications		REMARKS
			Unit Price	Total Price	Yes	No	
Office Supplies		P 16,156.75					
1. Staple Remover	2 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
2. Tape Transparent 24mm (1")	3 Roll				<input type="checkbox"/>	<input type="checkbox"/>	
3. Toilet Tissue	2 Packs				<input type="checkbox"/>	<input type="checkbox"/>	
4. Pencil w/ eraser	1 Box				<input type="checkbox"/>	<input type="checkbox"/>	
5. Staple Wire, Standard #35	10 Boxes				<input type="checkbox"/>	<input type="checkbox"/>	
6. Detergent Powder 500gms	12 Packs				<input type="checkbox"/>	<input type="checkbox"/>	
7. Airfreshener	2 Cans				<input type="checkbox"/>	<input type="checkbox"/>	
8. Alcohol Rubbing, 500ml	12 Btls				<input type="checkbox"/>	<input type="checkbox"/>	
9. Calculator, desktop LCD display	3 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
10. Carbon Film, Legal	1 Box				<input type="checkbox"/>	<input type="checkbox"/>	
11. Clip Backfold, 50mm	1 Box				<input type="checkbox"/>	<input type="checkbox"/>	
12. Floorwax Paste, Red	1 Cans				<input type="checkbox"/>	<input type="checkbox"/>	
13. Printer Ribbon LX300	4 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
14. Puncher, Heavy Duty	2 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
15. Toner Cartridge, HP Part No. CB435A	3 Cart				<input type="checkbox"/>	<input type="checkbox"/>	
16. Disinfectant Spray, 400 gms	3 Cans				<input type="checkbox"/>	<input type="checkbox"/>	
17. Flash Drive, 8GB	2 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
18. Lead Mechanical Pencil .5mm	2 Box				<input type="checkbox"/>	<input type="checkbox"/>	

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19. Paper Multicopy, Legal	5	Reams				[]	[]	
20. Paper Multicopy, A4	5	Reams				[]	[]	
21. Paper for PPC, Legal	5	Reams				[]	[]	
22. Paper for PPC, A4	5	Reams				[]	[]	
23. Paper Bond, Premium Grade, Legal	5	Reams				[]	[]	
24. Paper Bond, Premium Grade, A4	5	Reams				[]	[]	
25. Ribbon Nylon, Typewriter	10	Pcs				[]	[]	
26. Folder Brown, Tagboard, Legal	1	Box				[]	[]	
27. Flourescent Marker, assorted color	2	Set				[]	[]	

Signature over Printed Name

Canvasser

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.