

Republic of the Philippines  
Province of Davao Oriental  
CITY OF MATI

**REQUEST FOR QUOTATION**

Date: 8 August 2013

RFQ No.: 084

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. 3929**  
City Police Station

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 18,919.20					
1. Broom soft (lambo)	6 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
2. Carbon Paper Film Polyethylene Legal	3 Box				<input type="checkbox"/>	<input type="checkbox"/>	
3. CD Rewritable 700MB	20 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
4. CD Case	4 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
5. Chair Monobloc White	4 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
6. Detergent Powder all purpose	10 Pouch				<input type="checkbox"/>	<input type="checkbox"/>	
7. Disinfectant Spray 400gms	5 Can				<input type="checkbox"/>	<input type="checkbox"/>	
8. Flash Drive 8 GB	3 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
9. Folder tagboard legal size	1 Pack				<input type="checkbox"/>	<input type="checkbox"/>	
10. Glue all Purpose 200gms	10 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
11. Marking Pen (Black)	20 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
12. Paper Clip 33mm	20 Box				<input type="checkbox"/>	<input type="checkbox"/>	
13. Paper Clip 60mm	20 Box				<input type="checkbox"/>	<input type="checkbox"/>	
14. Paper Fastener	10 Box				<input type="checkbox"/>	<input type="checkbox"/>	
15. Paper Bond PG (A4 Size)	6 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
16. Paper Bond PG (Legal Size)	6 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
17. Paper multicopy (A4 size)	6 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
18. Paper multicopy (Legal Size)	6 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
19. Printer Ribbon	6 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
20. Staple Wire #35	10 Boxes				<input type="checkbox"/>	<input type="checkbox"/>	

**PR No. 3929**  
City Police Station

21. Stapler Heavy Duty	6	Pcs				[ ]	[ ]	
22. Record Book 500 pages	6	Book				[ ]	[ ]	
23. Sign pen high tech pen Black	15	Pcs				[ ]	[ ]	
24. Stamp Pad Felt pad	12	Pcs				[ ]	[ ]	
25. Table Monobloc White	1	Pc				[ ]	[ ]	
26. Toilet Bowl & Urinal Cleaner	15	Bot				[ ]	[ ]	
27. Toilet Tissue	10	Pack				[ ]	[ ]	
28. Trashbag Plastic	5	Roll				[ ]	[ ]	
29. Uninterrupted Power Supply (UPS)	1	Unit				[ ]	[ ]	

5

\_\_\_\_\_  
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.