



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Photocopier Toner for IQA Office at MinSU Main Campus

PR No. 2023-015
RFQ No. 2023-31
ABC Amount: Php 150,000.00

Company Name : _____

Address : _____

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

- Note:
1. All entries must be typewritten.
 2. Delivery Period within ___calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
Lot 1 - Office Supplies					
1	pcs	magazine boxes	90		
2	reams	long bond paper	80		
3	pcs	clear folder long	700		
4	reams	assorted colored paper	8		
5	boxes	index tabs	20		
6	rolls	scatch tape 1 inch	18		
7	rolls	scatch tape 3/4 inch	18		
8	rolls	scatch tape 1/2 inch	18		
9	pcs	combo binder ring 2 inch	15		
10	pcs	combo binder ring 1 1/2 inch	8		
11	pcs	combo binder ring 1 inch	5		
12	pcs	combo binder ring 1/2 inch	5		
13	boxes	ballpen	7		
14	boxes	pencil # 2	5		
15	pcs	double sided tape	10		
16	pcs	correction tape	7		
17	reams	vellum board long	3		
18	pcs	scissors	3		
19	bottles	printer ink 003- black	9		
20	bottles	printer ink magenta	6		
21	bottles	printer ink cyan	6		
22	bottles	printer ink Yellow	6		
23	pcs	acrylic desk plaque 10cm x 27cm x2mm	18		
Lot 2 - Photocopier Toner					
1	pcs	toner copier (IMC 2000) black	2		
2	pcs	toner copier (IMC 2000) magenta	2		
3	pcs	toner copier (IMC 2000) cyan	2		
4	pcs	toner copier (IMC 2000) yellow	2		

