

REQUEST FOR QUOTATION

Dear Sir/Ma'am:

May we request for your price quotation per PR # 24-01-003 dated 01/02/2024 on the following item/s:

ITEM	UNIT	DESCRIPTION	QTY
1	piece	BALL POINT PEN, Fine, Black	140
2	piece	BALL POINT PEN, Fine, Green	20
3	box	CARBON PAPER FILM, Legal, Blue, 100 Sheets Per Box	2
4	roll	CHORD, Cloth, Blue	1
5	roll	CHORD, Cloth, Red	8
6	piece	CLEARBOOK, Legal, Blue	7
7	box	CLIP, BACKFOLD, 25MM, 12 Pieces Per Box	18
8	box	CLIP, BACKFOLD, 32MM, 12 Pieces Per Box	8
9	box	CLIP, BACKFOLD, 50MM, 12 Pieces Per Box	3
10	piece	CLIPBOARD, Non-Plastic, 9" x 6", Green	5
11	piece	CLIPBOARD, Non-Plastic, Legal, Green	3
12	piece	CLIPBOARD, Non-Plastic, Legal, Red	3
13	pack	COLORED PEN, 12 Colors	2
14	box	CONTINUOUS FORM, 1 Ply, 280 X 241mm (11"X 9 1/2"), 2000 Sheets Per Box	5
15	box	CONTINUOUS FORM, 1 Ply, With Middle Perforation, 280 X 241mm (11"X 9 1/2"), 2000 Sheets Per Box	
16	box	CONTINUOUS FORM, 2 Ply, Carbonless, With Middle Perforation, 280 X 241mm (11"X 9 1/2"), 2000 Sheets Per Box	5
17	piece	CORRECTION TAPE, 1 Piece In Individual Plastic	50
18	piece	DATA FILE BOX, Double With Cover, With Closed Ends and Finger Ring, Black	2
19	piece	DATA FILE BOX, Double With Cover, With Closed Ends and Finger Ring, Blue	5
20	piece	DATA FILE BOX, Double With Cover, With Closed Ends and Finger Ring, Red	5
21	piece	DATA FILE BOX, Double With Cover, With Closed Ends and Finger Ring, Yellow	5
22	piece	ENVELOPE, Expanding, With String and Eyelet, Kraft board, Legal Size, Orange	14
23	piece	ENVELOPE, Expanding, With String and Eyelet, Kraft board, Legal Size, Red	25
24	box	ENVELOPE, Pay, 500 Pieces Per Box	2
25	piece	ENVELOPE, Plastic With Holder, Legal, Blue	4
26	piece	ENVELOPE, Plastic With Holder, Legal, Green	5
27	piece	ENVELOPE, Plastic With Holder, Legal, Orange	2
28	piece	ENVELOPE, Plastic With Holder, Legal, Red	3
29	piece	ENVELOPE, Plastic With Holder, Legal, Yellow	4

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30	piece	FILE ORGANIZER, Expanding, With 12 Inside Pockets	1	
		With Index Tab, Plastic, Legal, Red		
31	piece	FINGER MOISTENER	12	
32	piece	FOLDER, TAGBOARD, Legal, Green	30	
33	piece	FOLDER, TAGBOARD, Legal, Red	200	
34	bottle	GLUE, All Purpose, Liquid, 1 Liter	2	
35	bottle	GLUE, All Purpose, Liquid, 200 Grams	3	
36	pack	INDEX CARD, 5X8, 500 Pieces Per Pack	1	
37	bottle	INK, Refill, Digital Stamps	5	
38	bottle	INK, Refill, Permanent Marker, Black	4	
39	bottle	INK, Refill, Permanent Marker, Blue	2	
40	bottle	INK, Refill, Permanent Marker, Red	2	
41	bottle	INK, Refill, Whiteboard Marker, Blue	3	
42	bottle	INK, Refill, Whiteboard Marker, Red	2	
43	piece	JOURNAL NOTEBOOK, 2 Columns	1	
44	piece	MARKER, PERMANENT, Refillable, Broad, Black	20	
45	piece	MARKER, PERMANENT, Refillable, Fine, Black	7	
46	piece	MARKER, PERMANENT, Refillable, Fine, Blue	2	
47	piece	MARKER, PERMANENT, Refillable, Fine, Red	2	
48	piece	MARKER, WHITEBOARD, Refillable, Broad, Blue	2	
49	piece	MARKER, WHITEBOARD, Refillable, Fine, Blue	1	
50	pad	NOTEPAD, Stick-On, 2 x 3, 100 Sheets Per Pad	30	
51	pad	NOTEPAD, Stick-On, 3x3, 100 Sheets Per Pad	45	
52	pad	PAD PAPER, Ruled, Legal, Yellow	2	
F2	hav	PAPER CLIP, Vinyl/Plastic Coat, 32mm, 100 Pieces	0	
53	box	Per Box Or 52 Grams (Min.) (Net Of Box)	8	
ΕΛ	box	PAPER CLIP, Vinyl/Plastic Coat, 48mm, 100 Pieces	15	
54		Per Box Or 120 Grams (Min.) (Net Of Box)	15	
55	ream	PAPER, Multicopy, 80gsm, 210mm X 297mm	25	
56	ream	PAPER, Multicopy, 80gsm, 216mm X 330mm	60	
57	piece	PASTE, Big, 200ml	1	
58	piece	PENCIL, Lead With Eraser	10	
59	pack	PHOTO PAPER, Waterproof Glossy, Legal, 10's	4	
60	piece	POUCH, With Zipper, Plastic, Legal, Red	3	
61	piece	RECORD BOOK, 200 pages	2	
62	piece	RECORD BOOK, 300 PAGES, 214mm x 278mm min	2	
63	length	RING BINDER, 1 length, 1", Black	2	
64	length	RING BINDER, 1 length, 2", Black	2	
65	piece	RING FILE BINDER, 2 Side Rings, With Finger Ring, Legal, Black		
66	piece	RING FILE BINDER, 2 Side Rings, With Finger Ring, Legal, Blue	3	
67	piece	RING FILE BINDER, 2 Side Rings, With Finger Ring, Legal, Green	4	

68	piece	RING FILE BINDER, 2 Side Rings, With Finger Ring, Legal, Yellow		
69	box	RUBBER BAND, Min Lay Flat Length (#18), 70mm 2		
70	piece	SIGN PEN, Liquid/Gel Ink, 0.4mm Needle Tip, Black		
71	piece	SIGN PEN, Liquid/Gel Ink, 0.5mm Needle Tip, Black 2		
72	piece	SIGN PEN, Liquid/Gel Ink, 0.5mm Needle Tip, Blue	3	
73	piece	SIGN PEN, Liquid/Gel Ink, 0.5mm Needle Tip, Green	3	
74	piece	SIGN PEN, Refill, 0.5mm, Black, Brand: My Gel	18	
75	piece	SIGN PEN, Refill, 0.5mm, Blue, Brand: My Gel	3	
76	piece	SIGN PEN, Refill, 0.5mm, Green, Brand: My Gel	3	
77	piece	STAMP PAD, Felt, Bed Dimension: 60mm X 100mm	3	
78	box	STAPLE WIRE, Standard #35, 5000's	40	
79	pack	STICKER, Glossy, Legal, White, 12's	1	
80	pack	STICKY NOTES WITH PLEASE SIGN	1	
81	piece	TAPE, Double Adhesive Mounting Tape, 24mm	2	
82	piece	TAPE, Duct, 48mm	4	
83	piece	TAPE, Masking, 24mm	4	
84	piece	TAPE, Masking, 48mm	4	
85	piece	TAPE, Transparent, 24mm	8	
86	box	THUMBTACKS, 100's	8	
87	pack	TIME CARD, 100 Pieces Per Pack, Brand: COMIX	4	
88	ream	COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Gray	25	
89	ream	COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Green	25	
90	ream	COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Light Blue	20	
91	ream	COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Orange	t, 80gsm, 216mm X 330mm, 250	
92	ream	COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Pink		
93	ream	COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Yellow	25	
94	piece	JOURNAL PAPER, 76mm X 50m	50	
		*********Nothing Follows*******		

Please submit your quotation on or before 1/12/2024, 12:00noon.

Approved Budget for the Contract (ABC) - Php 116,053.60

JANICE MAY PORCADILLA-MAMPAWA
BAC Chairperson

JANICE MAY PORCADILLA-MAMPAWA

BAC - Chairperson Bids and Awards Committee Quezon Bukidnon Water District

Dear Ms. Mampawa:

Respectfully submitting herewith our price quotation for the following item/s:

ITEM	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
1	piece	BALL POINT PEN, Fine, Black	140		
2	piece	BALL POINT PEN, Fine, Green	20		
3	box	CARBON PAPER FILM, Legal, Blue, 100 Sheets Per Box	2		
4	roll	CHORD, Cloth, Blue	1		
5	roll	CHORD, Cloth, Red	8		
6	piece	CLEARBOOK, Legal, Blue	7		
7	box	CLIP, BACKFOLD, 25MM, 12 Pieces Per Box	18		
8	box	CLIP, BACKFOLD, 32MM, 12 Pieces Per Box	8		
9	box	CLIP, BACKFOLD, 50MM, 12 Pieces Per Box	3		
10	piece	CLIPBOARD, Non-Plastic, 9" x 6", Green	5		
11	piece	CLIPBOARD, Non-Plastic, Legal, Green	3		
12	piece	CLIPBOARD, Non-Plastic, Legal, Red	3		
13	pack	COLORED PEN, 12 Colors	2		
14	box	CONTINUOUS FORM, 1 Ply, 280 X 241mm (11"X 9 1/2"), 2000 Sheets Per Box	5		
15	box	CONTINUOUS FORM, 1 Ply, With Middle Perforation, 280 X 241mm (11"X 9 1/2"), 2000 Sheets Per Box	4		
16	box	CONTINUOUS FORM, 2 Ply, Carbonless, With Middle Perforation, 280 X 241mm (11"X 9 1/2"), 2000 Sheets	5		
17	piece	CORRECTION TAPE, 1 Piece In Individual Plastic	50		
18	piece	DATA FILE BOX, Double With Cover, With Closed Ends and Finger Ring, Black	2		
19	piece	DATA FILE BOX, Double With Cover, With Closed Ends and Finger Ring, Blue	5		
20	piece	DATA FILE BOX, Double With Cover, With Closed Ends and Finger Ring, Red	5		
21	piece	DATA FILE BOX, Double With Cover, With Closed Ends and Finger Ring, Yellow	5		
22	piece	ENVELOPE, Expanding, With String and Eyelet, Kraft board, Legal Size, Orange	14		
23	piece	ENVELOPE, Expanding, With String and Eyelet, Kraft board, Legal Size, Red	25		
24	box	ENVELOPE, Pay, 500 Pieces Per Box	2		
25	piece	ENVELOPE, Plastic With Holder, Legal, Blue	4		
26	piece	ENVELOPE, Plastic With Holder, Legal, Green	5		
27	piece	ENVELOPE, Plastic With Holder, Legal, Orange	2		
28	piece	ENVELOPE, Plastic With Holder, Legal, Red	3		
29	piece	ENVELOPE, Plastic With Holder, Legal, Yellow	4		

30	piece	FILE ORGANIZER, Expanding, With 12 Inside Pockets		
		With Index Tab, Plastic, Legal, Red	1	
31	piece	FINGER MOISTENER	12	
32	piece	FOLDER, TAGBOARD, Legal, Green	30	
33	piece	FOLDER, TAGBOARD, Legal, Red	200	
34	bottle	GLUE, All Purpose, Liquid, 1 Liter	2	
35	bottle	GLUE, All Purpose, Liquid, 200 Grams	3	
36	pack	INDEX CARD, 5X8, 500 Pieces Per Pack	1	
37	bottle	INK, Refill, Digital Stamps	5	
38	bottle	INK, Refill, Permanent Marker, Black	4	
39	bottle	INK, Refill, Permanent Marker, Blue	2	
40	bottle	INK, Refill, Permanent Marker, Red	2	
41	bottle	INK, Refill, Whiteboard Marker, Blue	3	
42	bottle	INK, Refill, Whiteboard Marker, Red	2	
43	piece	JOURNAL NOTEBOOK, 2 Columns	1	
44	piece	MARKER, PERMANENT, Refillable, Broad, Black	20	
45	piece	MARKER, PERMANENT, Refillable, Fine, Black	7	
46	piece	MARKER, PERMANENT, Refillable, Fine, Blue	2	
47	piece	MARKER, PERMANENT, Refillable, Fine, Red	2	
48	piece	MARKER, WHITEBOARD, Refillable, Broad, Blue	2	
49	piece	MARKER, WHITEBOARD, Refillable, Fine, Blue	1	
50	pad	NOTEPAD, Stick-On, 2 x 3, 100 Sheets Per Pad	30	
51	pad	NOTEPAD, Stick-On, 3x3, 100 Sheets Per Pad	45	
52	pad	PAD PAPER, Ruled, Legal, Yellow	2	
50		PAPER CLIP, Vinyl/Plastic Coat, 32mm, 100 Pieces Per	_	
53	box	Box Or 52 Grams (Min.) (Net Of Box)	8	
F.4	box	PAPER CLIP, Vinyl/Plastic Coat, 48mm, 100 Pieces Per	45	
54		Box Or 120 Grams (Min.) (Net Of Box)	15	
55	ream	PAPER, Multicopy, 80gsm, 210mm X 297mm	25	
56	ream	PAPER, Multicopy, 80gsm, 216mm X 330mm	60	
57	piece	PASTE, Big, 200ml	1	
58	piece	PENCIL, Lead With Eraser	10	
59	pack	PHOTO PAPER, Waterproof Glossy, Legal, 10's	4	
60	piece	POUCH, With Zipper, Plastic, Legal, Red	3	
61	piece	RECORD BOOK, 200 pages	2	
62	piece	RECORD BOOK, 300 PAGES, 214mm x 278mm min	2	
63	length	RING BINDER, 1 length, 1", Black	2	
64	length	RING BINDER, 1 length, 2", Black	2	
65		RING FILE BINDER, 2 Side Rings, With Finger Ring,		
	piece	Legal, Black	2	
66	piece	RING FILE BINDER, 2 Side Rings, With Finger Ring,		
		Legal, Blue	3	
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RING FILE BINDER, 2 Side Rings, With Finger Ring, Legal, Yellow	67	piece	RING FILE BINDER, 2 Side Rings, With Finger Ring, Legal, Green	4	
Box Rubber BaND, Min Lay Flat Length (#18), 70mm 2	68			3	
69		piece			
70	69	box		2	
71 piece SIGN PEN, Liquid/Gel Ink, 0.5mm Needle Tip, Black 25 72 piece SIGN PEN, Liquid/Gel Ink, 0.5mm Needle Tip, Blue 3 73 piece SIGN PEN, Refill, 0.5mm, Black, Brand: My Gel 18 74 piece SIGN PEN, Refill, 0.5mm, Black, Brand: My Gel 3 75 piece SIGN PEN, Refill, 0.5mm, Blue, Brand: My Gel 3 76 piece SIGN PEN, Refill, 0.5mm, Green, Brand: My Gel 3 77 piece SIGN PEN, Refill, 0.5mm, Green, Brand: My Gel 3 78 box STAPLE WIRE, Felt, Bed Dimension: 60mm X 100mm 3 78 box STAPLE WIRE, Standard #35, 5000's 40 79 pack STICKER, Glossy, Legal, White, 12's 1 80 pack STICKY NOTES WITH PLEASE SIGN 1 81 piece TAPE, Double Adhesive Mounting Tape, 24mm 2 82 piece TAPE, Masking, 24mm 4 83 piece TAPE, Masking, 48mm 4 84 piece TAPE, Masking, 48mm 4	70	piece	• • • • • •	8	
72 piece SIGN PEN, Liquid/Gel Ink, 0.5mm Needle Tip, Blue 3 73 piece SIGN PEN, Liquid/Gel Ink, 0.5mm Needle Tip, Green 3 74 piece SIGN PEN, Refill, 0.5mm, Black, Brand: My Gel 18 75 piece SIGN PEN, Refill, 0.5mm, Blue, Brand: My Gel 3 76 piece SIGN PEN, Refill, 0.5mm, Green, Brand: My Gel 3 77 piece STAMP PAD, Felt, Bed Dimension: 60mm X 100mm 3 78 box STAPLE WIRE, Standard #35, 5000's 40 79 pack STICKER, Glossy, Legal, White, 12's 1 80 pack STICKER, Glossy, Legal, White, 12's 1 81 piece TAPE, Double Adhesive Mounting Tape, 24mm 2 82 piece TAPE, Duct, 48mm 4 83 piece TAPE, Masking, 24mm 4 84 piece TAPE, Masking, 48mm 4 85 piece TAPE, Mrasking, 48mm 4 86 box THUMBTACKS, 100's 8 87 pack	71			25	
73 piece SIGN PEN, Liquid/Gel Ink, 0.5mm Needle Tip, Green 3 74 piece SIGN PEN, Refill, 0.5mm, Black, Brand: My Gel 18 75 piece SIGN PEN, Refill, 0.5mm, Blue, Brand: My Gel 3 76 piece SIGN PEN, Refill, 0.5mm, Green, Brand: My Gel 3 77 piece STAPLE WIRE, Standard #35, 5000°s 40 79 pack STICKER, Glossy, Legal, White, 12's 1 80 pack STICKY NOTES WITH PLEASE SIGN 1 81 piece TAPE, Double Adhesive Mounting Tape, 24mm 2 82 piece TAPE, Duct, 48mm 4 83 piece TAPE, Duct, 48mm 4 84 piece TAPE, Masking, 24mm 4 84 piece TAPE, Masking, 48mm 4 85 piece TAPE, Masking, 24mm 8 86 box THUMBTACKS, 100's 8 87 pack TIME CARD, 100 Pieces Per Pack, Brand: COMIX 4 88 ream COLORED PAPER, 80gsm, 216mm	72				
74 piece SIGN PEN, Refill, 0.5mm, Black, Brand: My Gel 18 75 piece SIGN PEN, Refill, 0.5mm, Blue, Brand: My Gel 3 76 piece SIGN PEN, Refill, 0.5mm, Blue, Brand: My Gel 3 77 piece STAMP PAD, Felt, Bed Dimension: 60mm X 100mm 3 78 box STAPLE WIRE, Standard #35, 5000's 40 79 pack STICKER, Glossy, Legal, White, 12's 1 80 pack STICKY NOTES WITH PLEASE SIGN 1 81 piece TAPE, Double Adhesive Mounting Tape, 24mm 2 82 piece TAPE, Duct, 48mm 4 83 piece TAPE, Masking, 24mm 4 84 piece TAPE, Masking, 24mm 4 85 piece TAPE, Masking, 24mm 4 85 piece TAPE, Transparent, 24mm 8 85 piece TAPE, Masking, 24mm 4 85 piece TAPE, Transparent, 24mm 8 86 box THUMBTACKS, 100's 8	73		7 1 7	3	
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83	81	piece	TAPE, Double Adhesive Mounting Tape, 24mm	2	
84 piece TAPE, Masking, 48mm 4 85 piece TAPE, Transparent, 24mm 8 86 box THUMBTACKS, 100's 8 87 pack TIME CARD, 100 Pieces Per Pack, Brand: COMIX 4 88 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Gray 25 89 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Green 25 90 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Light Blue 20 91 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Orange 15 92 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Pink 25 93 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Yellow 25 94 piece JOURNAL PAPER, 76mm X 50m 50	82	piece		4	
85 piece TAPE, Transparent, 24mm 8 86 box THUMBTACKS, 100's 8 87 pack TIME CARD, 100 Pieces Per Pack, Brand: COMIX 4 88 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Gray 25 89 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Green 25 90 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Light Blue 20 91 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Orange 15 92 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Pink 25 93 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Yellow 25 94 piece JOURNAL PAPER, 76mm X 50m 50	83	piece	TAPE, Masking, 24mm	4	
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R8	86	box	THUMBTACKS, 100's	8	
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89 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Green 25 90 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Light Blue 20 91 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Orange 15 92 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Pink 25 93 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Yellow 25 94 piece JOURNAL PAPER, 76mm X 50m 50 ***********************************	88	ream		25	
89 ream sheets, Green 25 90 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Light Blue 20 91 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Orange 15 92 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Pink 25 93 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Yellow 25 94 piece JOURNAL PAPER, 76mm X 50m 50 ***********************************					
90 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Light Blue 20 91 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Orange 15 92 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Pink 25 93 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Yellow 25 94 piece JOURNAL PAPER, 76mm X 50m 50 ***********Nothing Follows**********************************	89	ream		25	
90	66			60	
91 ream sheets, Orange 92 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Pink 93 ream COLORED PAPER, 80gsm, 216mm X 330mm, 250 sheets, Yellow 94 piece JOURNAL PAPER, 76mm X 50m *********Nothing Follows**********************************	90	ream		20	
Sheets, Orange	04	ream	COLORED PAPER, 80gsm, 216mm X 330mm, 250	15	
92	91			15	
Sheets, Pink	02	ream	COLORED PAPER, 80gsm, 216mm X 330mm, 250	25	
93	92				
Sheets, Yellow 94 piece JOURNAL PAPER, 76mm X 50m 50	03	ream		25	
********Nothing Follows*******					
S S S S S S S S S S S S S S S S S S S	94	piece		50	
			********Nothing Follows******		
TOTAL					TOTAL

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