

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	4
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

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
53	box	PAPER CLIP, Vinyl/Plastic Coat, 32mm, 100 Pieces Per Box Or 52 Grams (Min.) (Net Of Box)	8
54	box	PAPER CLIP, Vinyl/Plastic Coat, 48mm, 100 Pieces 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	2
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	3
69	box	RUBBER BAND, Min Lay Flat Length (#18), 70mm	2
70	piece	SIGN PEN, Liquid/Gel Ink, 0.4mm Needle Tip, Black	8
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, 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	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*****			

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		
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94	piece	JOURNAL PAPER, 76mm X 50m	50		
		*****Nothing Follows*****			
TOTAL					

Mode of Payment: ☐Cash  
☐check

Very truly yours,

Please make check payable to:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name  
  
\_\_\_\_\_  
Designation/Position

Validity: **30 days only from date of quotation.**

\_\_\_\_\_  
Date