

Republic of the Philippines  
*Island Garden City of Samal*  
 Province of Davao del Norte



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

RFQ No: 2020-11-3460

Date: 11/17/2020

SIR/MADAM:

Please quote your best offer and lowest price on the following item/s described below, subject to the Terms & Conditions provided at the back. Submit your quotation, stating the shortest time of delivery, duly signed by you or your authorized representative not later than

\_\_\_\_\_ @ 1:30pm to the BAC Office, CGSO Bldg., City Hall Compound, Brgy Penaplata, Samal District, Island Garden City of Samal.

For any clarification, you may contact Engr. Florante Enriquez, BAC Secretariat Head, at Mobile Phone No. 09173163158 or email at bacsamalcity@gmail.com.

ENGR MARIO S. PACALDO, MSERM

BAC Chairman

Having read and understood the Terms and Conditions stated at the back, I/We hereby submit the aforementioned quotations, subject to the said Terms and Conditions..

Requisitioning Officer : Various Office

P.R. No. : CONSOLIDATED-36

Date: 11/04/2020

ITEM NO.	QTY.	Unit	Name and Description of the Article / s	Approved Budget Contract per Item	Brand	Unit Price	Total Amount
1	6	box	Ball Pen, Black	2,100.00			
2	400	piece	Ball pen, Black individual	2,000.00			
3	24	pcs.	Ballpen, black	192.00			
4	3	pack	Board Linen long 10's	234.00			
5	3	ream	Bond Paper (pink)	1,350.00			
6	2	ream	Bond paper (sky blue)	900.00			
7	50	reams	Bond Paper A4 sub 20	11,000.00			
8	5	Ream	Bond Paper Premium, Short, sub 20	1,000.00			
9	3	ream	Bond paper(yellow)	1,350.00			
10	100	Ream	Bond Paper, Premium Grade, A4, Sub 20	23,000.00			
11	81	Ream	Bond Paper, Premium Grade, Legal, sub 20	20,250.00			
12	2	unit	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	324.48			
13	2	pack	CARTOLINA, assorted color, 20 pieces per pack	154.76			
14	2	pack	CARTOLINA, white, 20s/pack	109.00			
15	2	piece	clip board, Legal	160.00			
16	5	piece	CLIP, bulldog (3")	43.75			
17	80	box	Computer Continuous Forms, 2 ply, 11" x 9 1/2", 1000 sets/box, carbonless plain w/ side perf	72,000.00			
18	50	box	Computer Continuous Forms, 2ply, 11"x9 1/2", 1000 sets/box, carbonless paper with sp	45,000.00			
19	5	piece	Correction Tape, 6 meters (min), 1 pc individual pack	500.00			
20	20	piece	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	748.80			
21	5	tube	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	55.15			
22	2	piece	Cutter, Heavy Duty, Big	200.00			
23	1	piece	Date stamper, self-inking	750.00			
24	2	box	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	1,217.76			
25	4	piece	Envelope, expanded plastic long w/ rubber strap	324.00			
26	20	piece	Envelope, long brown ordinary	500.00			

27	3	bottle	Epson Ink L3110, #003, Cyan	1,350.00			
28	3	bottle	Epson Ink L3110, #003, Magenta	1,350.00			
29	3	bottle	Epson Ink L3110, #003, Yellow	1,350.00			
30	7	Bottle	Epson Ink L3110,#003, Black	3,150.00			
31	3	box	Epson L3150 Ink Black Original	900.00			
32	3	box	Epson L3150 Ink Cyan Original	900.00			
33	3	box	Epson L3150 Ink Magenta Original	900.00			
34	2	box	Epson L3150 Ink Yellow Original	600.00			
35	2	piece	ERASER, felt, for blackboard/whiteboard	26.66			
36	4	piece	FILE ORGANIZER, expanding, legal, plastic, assorted colors	339.20			
37	1	box	Folder white long 100's/box	910.00			
38	10	piece	Folder, Expanded Legal Green	250.00			
39	40	piece	Folder, Kraft size #14 Legal Assorted Color	400.00			
40	200	piece	Folder, ordinary, legal size	1,400.00			
41	1	box	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	896.06			
42	1	box	Folder, White Long #14 100's / box	700.00			
43	20	jar	GLUE, all purpose, 300 grams min.	1,060.40			
44	20	piece	Glue, Stick Big	200.00			
45	1	piece	Highlighter , Green	50.00			
46	2	piece	Highlighter , Orange	100.00			
47	2	piece	Highlighter , Pink	100.00			
48	1	piece	Highlighter , Yellow Green	50.00			
49	2	cart	HP Ink 35A	6,000.00			
50	1	cart	HP Ink Cartridge (35A)	3,000.00			
51	6	cart	INK CART, EPSON C13T105390(73N)/(91N),Magenta	3,070.08			
52	6	cart	INK CART, EPSON C13T664200 (T6642), Cyan	1,834.56			
53	6	cart	INK CART, EPSON C13T664400 (T6644), Yellow	1,834.56			
54	8	cart	INK CART, EPSON C13T6664100 (T6641), Black	2,446.08			
55	2	bot	Ink, Refill Whiteboard Pen	240.00			
56	4	sleeve	MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	200.00			
57	10	piece	MARKER, permanent, bullet type, black	115.80			
58	2	piece	MARKER, whiteboard, bullet type, black	24.68			
59	20	piece	NOTE BOOK, stenographer's, 40 leaves, spiral	249.60			
60	10	pad	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	374.40			
61	90	piece	Notebook, spring 50 leaves	2,250.00			
62	2	pad	PAD PAPER, Ruled	43.82			
63	10	box	PAPER CLIP, gem type, 48mm, 100 pieces per box	154.20			
64	3	piece	paper cutter A5	1,500.00			
65	2	pcs	Paper Cutter Board(Metal Board Legal Size /A4 size)	2,000.00			
66	10	box	PAPER FASTENER, plastic 8.5"	950.00			
67	6	pieces	Paper Tray with 3 layers, metal	1,500.00			
68	28	ream	Paper, Bond A4 gsm80	8,400.00			
69	20	ream	Paper, Bond Long gsm80	7,000.00			
70	2	pack	Paper, Linen, Long 20's/pack	80.00			
71	2	ream	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	212.16			
72	2	set	PEN, Highlighter, Assorted Color	200.00			
73	1	piece	PENCIL SHARPENER, 1 piece in individual plastic case	224.64			
74	97	piece	Pencil w/eraser head	679.00			
75	3	box	PENCIL, lead, w/eraser, One(1) dozen per box	70.62			

76	5	piece	permanent pen, black	250.00			
77	5	piece	permanent pen, blue	250.00			
78	2	piece	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	274.28			
79	20	box	Push Pin Hammer Head	400.00			
80	20	case	PUSH PIN, flat head type, assorted colors, 100s/case	400.00			
81	1	box	PVC Cover long 100's/box	1,040.00			
82	3	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min	217.14			
83	30	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	3,126.60			
84	10	book	Record book,300 pages,size:241mmx 78mm	2,000.00			
85	10	book	Record book,500 pages,size:214mm x 278mm	2,500.00			
86	3	box	RUBBER BAND, 70mm min lay flat length (#18)	335.91			
87	5	pair	SCISSORS, (6")	82.40			
88	6	pcs.	Sign pen .3	450.00			
89	12	pcs.	Sign pen .3 refill	480.00			
90	24	pcs.	Sign Pen, black .5	1,800.00			
91	12	piece	SIGN PEN, black, .3	576.00			
92	50	piece	SIGN PEN, black, .4	2,432.50			
93	10	piece	SIGN PEN, black, .5	580.00			
94	24	pcs.	Sign pen, refill .5	960.00			
95	3	bottle	STAMP PAD INK, violet, 50mL	88.68			
96	20	box	STAPLE WIRE, Heavy duty, 23/13	561.60			
97	110	box	STAPLE WIRE, Standard, #35	2,497.00			
98	2	unit	Stapler with remover heavy duty preferably max	1,000.00			
99	2	piece	STAPLER, standard	197.18			
100	20	piece	Stick Glue, small	100.00			
101	1	piece	Tape Dispenser big (Heavy duty)	250.00			
102	1	piece	TAPE DISPENSER, heavy duty, 24mm (1")	58.00			
103	10	roll	TAPE, masking, 24mm, 50 meters length	661.40			
104	10	roll	TAPE, masking, 48mm, 50 meters length	1,260.50			
105	15	roll	TAPE, packaging, 48mm, 50 meters length	589.35			
106	70	roll	TAPE, transparent, 24mm, 50 meters	917.00			
107	20	roll	TAPE, transparent, 48mm, 50 meters	636.40			
108	1	piece	White Board, 3" x 2"	750.00			
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT</b>				<b>274,822.16</b>			
Name of Project:		Consolidated PR-Office supplies for various offices for 4th Quarter-A					
Place of Delivery:		Warehouse, City General Services Office at City Hall Compound, Peñaplata, IGaCoS					

By signing this quote, I hereby agree and bind myself to the Terms and Conditions..

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Tel. No./Cellphone No./E-mail Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Over Pinned Name of Canvasser

Date: \_\_\_\_\_