



J.H. CERILLES STATE COLLEGE
Mati, San Miguel, Zamboanga del Sur, 7029

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Email add: jhscprocurement@gmail.com

REQUEST FOR QUOTATION

Date:

Quotation No.

Company Name: _____

Address _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.

SIXAN P. MADARIMOT

Procurement Officer

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 & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 90 CALENDAR DAYS
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATES OF THE PRODUCT BEING OFFERED.
6. PLEASE SUBMIT THE FOLLOWING ELIGIBILITY DOCUMENTS:
A. Business Permit B. Philgeps Certificate/Membership C. Omnibus Sworn Statement if ABC is Above 50,000.00 D. PCAB License

Office Supplies: Approved budget for the contract (ABC) -200,742.56

NO.	ITEM & DESCRIPTION	QTY.	Unit	UNIT PRICE	TOTAL
	Office Supplies				
1	Picture Frame, A4 size, Glass Front Durable Frame Material	500	piece		
2	Steel Pins, 20pads/box	20	box		
3	Paper Multipurpose, A4, 70gsm	100	ream		
4	Duct Tape, 48mm x 20m strong adhesive	20	piece		
5	Ink, Epson L3110, 70ml (003), Black	30	bottle		
6	Ink, Epson L3110, 70ml (003), Cyan	30	bottle		
7	Ink, Epson L3110, 70ml (003), Magenta	30	bottle		
8	Ink, Epson L3110, 70ml (003), Yellow	30	bottle		
9	Lever Arch File; Long Size; Metal Mechanism; Durable Cover	20	piece		
10	Photo Paper; A4 size; Glossy finish; Ideal for photo printing	50	pack		
11	Photo Paper; Legal size; Glossy finish; Ideal for photo printing	50	pack		
12	Scissors; Heavy duty; Stainless steel; For cutting thick materials	20	pair		
13	BOARD PAPER, 200 GSM ,100's, A4	50	pack		
14	BOARD PAPER, 200 GSM ,100's, long	50	pack		
15	Double-Sided Foam Tape; 48mm Width; Strong Adhesion; High-Density Foam; 25 meters per roll	20	roll		
16	METAL LONG ARM STAPLER ,HEAVY DUTY	10	unit		
17	PORTABLE PAPER TRIMMER CUTTER A4 SIIZE (WHITE)	6	piece		
18	Sticker Paper; A4; 80-120gsm; White (Glossy/Matte); Self-Adhesive; Compatible with Inkjet & Laser Printers; 20/50/100 sheets per pack	15	pack		
19	Ball Pen; Black Ink; 0.5mm-1.0mm tip; Quick-dry, smooth writing; Non-toxic ink	5	box		

20	CARTOLINA Assorted Colors; 20x30 inches; 180gsm; 10 sheets per pack	3	bundle		
21	Data File Box; Legal Size; With Handle & Label Holder; Durable Material	5	piece		
22	Data Folder; Legal Size; Durable & Sturdy	10	piece		
23	Dater Stamp; Self-inking; Adjustable Date; Durable Material	1	piece		
24	Stapler; Standard type; Metal construction; For stapling papers	5	piece		
25	Staple Remover; Pliers-type; Steel; For easy staple removal	6	piece		
	*****nothing follows*****				
	Total				

Delivery Period :

Warranty :

Price Validity :

After having read and accepted your General Condition, I/We quote you on the item at price noted above.

Printed Name/Signature

Tel. No./Cellphone No.