

Republic of the Philippines
Province of Davao Occidental
MUNICIPALITY OF MALITA

Standard Form Number: SF -GOOD-60

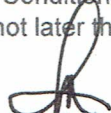
Revised on : May 24,2004

Standard Form Title: REQUEST FOR QUOTATION

Date : _____
Quotation No. : _____
PR # _____

Company Name : _____
Address : _____

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


ANALIZA A. CONDINATO
BAC Chairperson

- Note
1. All entries must be typewritten
 2. Delivery Period within **10 days** calendar days
 3. Warranty shall be for the period 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 the period of **90 days** calendar days.
 5. G-EPS Registration Certificate shall be attached upon submission of the Qoutation.
 6. Bidders shall submit Original Brochures showing certifications of the product being offered.

ITEM NO.	QTY.	UNIT OF ISSUE	ITEM & DESCRIPTION	ESTIMATED COST	TOTAL
1	50	ream	Book Paper(Long) - 80 gms		
2	50	ream	Book Paper (Short) -80 gms		
3	50	ream	Book Paper (A4) -80 gms		
4	40	tube	Epson L360 Ink Black - 664		
5	20	tube	Epson L360 Ink - C 664		
6	20	tube	Epson L360 Ink - M 664		
7	20	tube	Epson L360 Ink - Y 664		
8	50	pcs	Correction tape - 5mm X 12M		
9	20	pcs	Puncher, Paper Heavy Duty		
10	15	pack	Record book 500 PAGES		
11	30	box	Fastener (plastic) - size 4 1/2		
12	50	pcs	Folder (Legal size) - 10x15 in'; Grams: 120 g; Quantity: 10 Pcs/Pack		
13	30	pcs	Folder (Short) - 9x12 in'; Grams: 120 g; Quantity: 10 Pcs/Pack		
14	30	pcs	Envelope (Long) - (10 x 15 INCHES)		
15	20	box	Sign pen (Black) - 0.5mm 12psc/BOX		
16	5	box	Pencil, 12 pcs/box		
17	20	box	Ballpen black & blue - 50pcs/BOX		
18	50	pcs	Data File Storage Box, legal		
19	20	pcs	Flash Drive 64gb		
20	250	pcs	Data Folder with ring binder legal size		
21	250	pcs	File Organizer, legal size		
22	10	ream	Mouse Optical		
23	10	pcs	Stapler, Heavy Duty (Max Brand)		

Brand and Model: _____
Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read and accepted your General Conditions.I / We quote you on the item at prices noted above.

Printed Name and Signature

Tel. No. / Cellphone No.

Date