

Republic of the Philippines  
Province of Negros Occidental  
City of Talisay

REQUEST FOR QUOTATION

ABC Php: 120,000.00

Date : \_\_\_\_\_  
Quotation No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Condition 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.

ARCHIBALD M. TUVILLA  
General Services 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 AND ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE CITY OF TALISAY
  - 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
  - 5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF QUOTATION
  - 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS

| ITEM NO. | DESCRIPTION                                     | QTY | UNIT | UNIT PRICE | TOTAL AMOUNT |
|----------|---|-----|------|------------|--------------|
|          | <b>Meals :</b>                                  |     |      |            |              |
| 1        | <b>Snacks</b> A/M                               | 100 | pax  |            |              |
| 2        | <b>Lunch</b>                                    | 100 | pax  |            |              |
| 3        | <b>Snacks</b> P/M                               | 100 | pax  |            |              |
|          | for the City of Talisay                         |     |      |            |              |
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BRAND AND MODEL \_\_\_\_\_  
DELIVERY PERIOD \_\_\_\_\_  
WARRANTY \_\_\_\_\_  
PRICE VALIDITY \_\_\_\_\_

After having carefully read and accepted your general conditions/ I/We quote you on item

\_\_\_\_\_  
PRINT NAME AND SIGNATURE  
\_\_\_\_\_  
TEL. NO./ CELLPHONE NO. & EMAIL ADDRESS

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|----------|--|-----|-------|------------|--------------|
| 1        | <b>Alcohol</b>                                       | 10  | gal.  |            |              |
| 2        | <b>bond paper long</b>                               | 15  | reams |            |              |
| 3        | hole pencil sharpener                                | 2   | pcs.  |            |              |
| 4        | laminating film 250 mic (70mmx100mm)                 | 50  | box   |            |              |
| 5        | ballpen 1 red / 4 black                              | 10  | box   |            |              |
| 6        | pentel pen blue/black                                | 3   | box   |            |              |
| 7        | filer with zipper and handle (long)                  | 70  | pcs.  |            |              |
| 8        | scissors   | 5   | pcs.  |            |              |
| 9        | high lighter   | 2   | box   |            |              |
| 10       | correction tape                                      | 10  | pcs.  |            |              |
| 11       | scotch tape  | 10  | pcs.  |            |              |
| 12       | ruler  | 3   | pcs.  |            |              |
| 13       | external hard drive                                  | 2   | pcs.  |            |              |
| 14       | push pins  | 5   | box   |            |              |
| 15       | trans bins (plastic)                                 | 30  | pcs.  |            |              |
| 16       | rubber bonds   | 10  | box   |            |              |
| 17       | modular office table                                 | 1   | pcs.  |            |              |
| 18       | paper cutter   | 1   | pcs.  |            |              |
| 19       | <b>paper clip large</b>                              | 30  | box   |            |              |
| 20       | computer ink epson l3110                             | 2   | set   |            |              |
| 21       | stamp pad (black)                                    | 6   | pcs.  |            |              |
| 22       | paste  | 2   | pcs.  |            |              |
| 23       | worx brd. Paper 200gsm (8.5x13) pale cream           | 150 | packs |            |              |
| 24       | calculator (solar)                                   | 2   | pcs.  |            |              |
| 25       | white folder long                                    | 50  | pcs.  |            |              |
| 26       | fasteners  | 3   | box   |            |              |
| 27       | receive stamp with date                              | 3   | pcs.  |            |              |
| 28       | padlock  | 1   | set   |            |              |
|          | For the use of City Social Welfare and Development   |     |       |            |              |
|          | Office (PDAO), City of Talisay.                      |     |       |            |              |
|          | xxxxxxxxnothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxxx |     |       |            |              |

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