

Standard Form Number: SF-GOOD-60  
 Revised on May 24, 2004  
 Standard Form Title: 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 on February 28, 2022@9:00 am in the return envelope attached herewith.

CHRISTINE M. CAINTO  
 Procurement Officer

- Note:**
1. All entries must be typewritten or handwritten
  2. Delivery period within 7 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 the procuring entity
  4. Price Validity shall be for a period of 30 calendar days
  5. G-EPS registration Certification shall aatached upon Submission of the Quotation
  6. Bidders shall Submit Original Brochures showing Certification of the the product being offered

Item No.	Item & Description	Quantity	unit	Unit Price	Amount
1	Epson ink 664 cyan	8	bot		
2	Epson ink 664 magenta	8	bot		
3	Epson ink 664 yellow	10	bot		
4	Epson ink 664 Black	25	pcs		
5	Multicopy paper legal	80	reams		
6	Calculator 12 digits	4	pcs		
7	Multicopy paper A4	80	reams		
8	Signpen black-liquid gel	70	pcs		
9	Signpen blue-liquid gel	36	pcs		
10	Scotch tape 1"	30	pcs		
11	Epson 003 ink black	2	box		
12	Epson 003 cyan	2	box		
13	Epson 003 magenta	2	box		
14	Epson 003 yellow	2	box		
15	Permanent marker black	15	pcs		
16	Scissor	20	pcs		
17	Brother ink Blank BT5000 cyan	3	bot		
18	Brother ink Blank BT5000y	3	bot		
19	Brother ink Blank BT5000m	3	bot		
20	Folder Long ordinary	300	pcs		
21	D60 Brother black	5	pcs		
22	Expanded folder long	100	pcs		
23	Stapler with remover	4	pcs		
24	Ballpen .5 Balck	500	pcs		
25	Brown envelope long	2000	pcs		
26	Double adhesive tape 1"	10	pcs		
27	Tissue paper 12's	70	packs		
28	Battery AA 2's	10	pcs		
29	Puncher	3	pcs		
30	pencil	5	box		
31	Highlighter	20	pcs		
32	Stapler wire standard size	15	pcs		
33	Corection tape 10m	80	pcs		
34	Paper Clip 48mm	50	box		
35	Air freshner	10	bot		
36	Ballpen blue	36	box		
37	File Organizer legal	5	pcs		
38	paper fasterner	5	box		
39	Photo paper	3	packs		
40	Sticker paper	5	packs		
41	Whyte board marker	24	pcs		
42	Stamp pad	4	pcs		
43	Plastic envelope short	10	pcs		
44	Plastic Envelope long	160	pcs		
45	Index tab clear	5	box		

Brand: \_\_\_\_\_  
 Delivery P \_\_\_\_\_  
 Warranty: \_\_\_\_\_  
 Price Valic \_\_\_\_\_

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

\_\_\_\_\_  
 Printed Name/Signature