



**REQUEST FOR QUOTATION**

Quotation No.: **2018-08-PR105**  
 Date: **13-Aug-18**

GENTLEMEN:

*May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.*

**FIRST DELIVERY (HALF OF QTY.) IS WITHIN 20 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (PO).**

**SECOND DELIVERY IS ON THE FIRST WEEK OF OCTOBER, 2018.**

*In case of failure to make the full delivery / completion within the time specified as offered / required, the Supplier / Contractor shall be liable for liquidated damages / penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered / completed portion (s) of the approved P.O. / Contract.*

ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
<b>OFFICE SUPPLIES</b>					
<b>Lot 1</b>					
	<b>33</b>	roll	<b>DOUBLE-ADHESIVE TAPE 1"</b>		
	<b>31</b>	roll	<b>DOUBLE-ADHESIVE TAPE 1/2"</b>		
	<b>29</b>	roll	<b>DUCT TAPE 2"</b>		
	<b>8</b>	roll	<b>ELECTRICAL TAPE (MEDIUM)</b>		
	<b>3</b>	roll	<b>FRAGILE TAPE 2" X 300M</b>		
	<b>36</b>	bottle	<b>GLUE - 130 GRAMS / 118 ML (BIG)</b>		
	<b>2</b>	bottle	<b>GLUE - 40 GRAMS / 36.9ML (SMALL)</b>		
	<b>6</b>	pcs	<b>GLUE GUN MEDIUM HEAVY DUTY</b>		
	<b>61</b>	pcs	<b>GLUE STICK</b>		
	<b>36</b>	roll	<b>MASKING TAPE 1"</b>		
	<b>26</b>	roll	<b>MASKING TAPE 2"</b>		
	<b>8</b>	roll	<b>MOUNTING TAPE EXTRA HEAVY DUTY 24MM X 5M</b>		
	<b>29</b>	roll	<b>PACKAGING TAPE 2"</b>		
	<b>2</b>	bottle	<b>PASTE WITH BRUSH</b>		
	<b>1</b>	roll	<b>PVC BINDING TAPE 2"</b>		
	<b>56</b>	roll	<b>SCOTCH TAPE, 1"</b>		
	<b>31</b>	roll	<b>SCOTCH TAPE, 2"</b>		
	<b>10</b>	pcs	<b>TAPE DISPENSER, TABLE TOP 2"</b>		
	<b>3</b>	roll	<b>WARNING TAPE (YELLOW) 2"X25M</b>		
<b>Lot 2</b>					
	<b>15</b>	pcs	<b>ARTIST BRUSH 6"</b>		
	<b>15</b>	pcs	<b>BRUSH CLEANER CUP (MEDIUM)</b>		
	<b>15</b>	set	<b>BRUSH SET 6'S</b>		
	<b>20</b>	pcs	<b>DUSTING BRUSH 12"</b>		
	<b>15</b>	pcs	<b>MIXING PLATE PLASTIC ROUND - 6 HOLES</b>		
	<b>16</b>	set	<b>WATER COLOR - 16 COLORS /SET</b>		
	<b>15</b>	set	<b>WATER COLOR - 8 COLORS /SET</b>		
	<b>5</b>	pcs	<b>ACRYLIC PAINT SMALL (RED)</b>		
	<b>5</b>	pcs	<b>ACRYLIC PAINT SMALL (BLUE)</b>		
<b>***Continued on Next Page***</b>					
				<b>SUBTOTAL</b>	

**DELIVERY TERM:**

**FIRST DELIVERY (HALF OF QTY.) IS WITHIN 20 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE**

**DELIVERY TIME: ORDER (PO). SECOND DELIVERY IS ON THE FIRST WEEK OF OCTOBER, 2018.**

**PAYMENT TERM: 30 Calendar Days Upon Receipt of Purchase Order (PO)**

Very Truly Yours,

**EMAZAR M. FIRMALO**  
 A.O. III - Supply Officer II

Mob. No.: 0933-3372203(Sun); 0995-6528136(Globe)

Email: bacsec@mrc.pshs.edu.ph

**PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:**

Authorized Company Representative: \_\_\_\_\_

(Signature over Printed Name)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No., Tel. No.: \_\_\_\_\_

T.I.N.: \_\_\_\_\_

**IMPORTANT**

1. Prices must be typewritten in ink clearly.
2. If offering a substitute / equivalent, specify brand name and make



Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL - MIMAROPA REGION CAMPUS**  
Brgy. Rizal, Odiongan, Romblon

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ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
	5	pcs	ACRYLIC PAINT SMALL (YELLOW)		
	5	pcs	ACRYLIC PAINT SMALL (WHITE)		
	5	pcs	ACRYLIC PAINT SMALL (BLACK)		
<b>Lot 3</b>			<b>III. Batteries</b>		
	49	pack	SUPER HEAVY DUTY AA BATTERY 2'S		
	32	pack	SUPER HEAVY DUTY AAA BATTERY 4'S		
	11	pack	ALKALINE AA BATTERY 2'S		
<b>Lot 4</b>			<b>IV. Desk Accessories</b>		
	8	pcs	BOOKENDS 8"		
	12	pcs	DESK TRAY (PLASTIC, SPECIFY COLOR, 3 LAYERS)		
	28	box	FILE TABS (PLASTIC / TRANSPARENT COVER)		
	33	pcs	MAGAZINE FILE CARTON		
	10	pcs	MAGAZINE FILE PLASTIC		
	10	pcs	MAGAZINE RACK 3-DIVIDERS W/ DRAWER		
	4	pcs	MESH PEN HOLDER		
<b>Lot 5</b>			<b>V. Erasers</b>		
	32	pcs	PENCIL ERASER		
	12	pcs	WHITEBOARD ERASER		
<b>Lot 6</b>			<b>VI. Filing Folders and Binders</b>		
	3	pcs	3-RING BINDER VINYL COVER (S) 1"		
	5	pcs	ARCH FILE FOLDER 3" (SIDE CLIP, A4)		
	30	pcs	ARCH FILE FOLDER 3" (TOP CLIP, A4)		
	5	pcs	ARCH FILE FOLDER 3" (TOP CLIP, LONG)		
	9	pcs	CLEARBOOK (SPECIFY COLOR, LONG)		
			***Continued on the Next Page***		
			<b>SUBTOTAL</b>		

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ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
	172	pcs	ENVELOPE (BROWN, LONG)		
	63	pcs	ENVELOPE (BROWN, SHORT)		
	86	pcs	ENVELOPE (EXPANDING W/ CORD, SPECIFY COLOR, LONG)		
	158	pack	ENVELOPE (WHITE, LONG, MAILING) (50S)		
	17	pcs	FOLDER (PLASTIC, A4, W/ SLIDER)		
	12	pcs	FOLDER (PLASTIC, LONG, W/ SLIDER)		
	131	pcs	FOLDER (WHITE, A4, THICK)		
	225	pcs	FOLDER (WHITE, LONG, THICK)		
	215	pcs	FOLDER EXPANDING (SPECIFY COLOR, LONG)		
	4	pcs	PLASTIC RING BINDER 20MM (3/4")		
	14	pcs	RINGS FOR RING BINDER 1"		
	22	pcs	RINGS FOR RING BINDER 1/2"		
<b>Lot 7</b>			<b>VII. General Office Supplies</b>		
	68	bottle	ALCOHOL 70% ISOPROPYL 250 ml		
	42	can	AIR FRESHENER 280ML/ 150G MIN		
	11	box	BINDER CLIP (SMALL)		
	9	box	BINDER CLIP (MEDIUM)		
	31	box	BINDER CLIP (BIG)		
	21	pcs	BOOK STAND (WOOD)		
	4	pcs	CHECK PRINTER RIBBON (9-PIN ONLY, EPSON LX310, 18 MTRS)		
	18	pcs	FRAME CERTIFICATE 8.5"X11"		
	19	pcs	FRAME CERTIFICATE 8.5"X13"		
	3	pcs	GEL MOISTENER		
	11	can	INSECT REPELLANT 250ML		
			***Continued on the Next Page***		
			<b>TOTAL</b>		

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<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
	16	pack	KEY HOLDER 50'S		
	2	pack	NAME BADGE STRAP WITH METAL HOOK		
	7	box	PAPER CLIP 2 1/2" (LARGE)		
	26	box	PAPER CLIP 2" (MEDIUM)		
	6	box	PAPER FASTENER, PLASTIC, W/ LONG STEM, 50S/BOX		
	45	box	PAPER FASTENER, PLASTIC COATED, 50S/BOX		
	1	pack	PLASTIC BULLDOG CLIP 2 1/2" (12S)		
	10	box	PUSH PINS - 50'S		
	7	box	RUBBER BAND, 70MM MIN LAY FLAT LENGTH (#18)		
	9	pcs	SIGN BOARD (OPEN-CLOSED)		
	7	pcs	SIGN BOARD (PUSH-PULL)		
	10	box	THUMB TACKS 100'S CHROME (3/8)		
	6	pack	TIME CARD 85x188x0.35MM (WXLXH)		
	33	box	TISSUE (FACIAL, 100S/BOX)		
	41	pack	TISSUE PAPER (2 PLY) 12 ROLLS / PACK		
	6	pcs	WALL CLOCK		
<b>Lot 8</b>			<b>VIII. Office Tools and Equipment</b>		
	6	pcs	CALCULATOR 12 DIGITS		
	15	pcs	CALCULATOR SCIENTIFIC		
	18	pcs	CUTTER BIG HEAVY DUTY		
	17	pack	CUTTER BLADE BIG 10'S		
	5	pcs	DATING AND STAMPING MACHINE (INCLUDING INKING PAD)		
<b>***Continued on the Next Page***</b>					
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ITEM #	QTY	UNIT	ITEM / DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
	3	pcs	PENCIL SHARPENER, HEAVY DUTY		
	4	pcs	PUNCHER (HEAVY-DUTY)		
	15	pcs	RULER 12" (PLASTIC, CLEAR)		
	13	pcs	SCISSORS, MEDIUM SIZE (HEAVY DUTY)		
	13	pcs	STAMP PAD - 3 1/4 X 4 3/4 (VIOLET, INKED #1)		
	1	bottle	STAMP PAD INK, BLUE, 24ML (REFILL)		
	9	bottle	STAMP PAD INK, VIOLET, 24ML (REFILL)		
	10	box	STAPLE WIRE # 10		
	32	box	STAPLE WIRE # 35		
	14	pcs	STAPLER WITH REMOVER (HEAVY DUTY)		
<b>Lot 9</b>			<b>IX. Paper Supplies</b>		
	16	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A3)		
	237	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (A4)		
	77	ream	BOND PAPER, MULTI-PURPOSE, 20 SUBS, (LEGAL)		
	1	box	CARBON PAPER (SHORT)		
	36	pad	DTR CARD		
	17	pcs	ILLUSTRATION BOARD (1/2)		
	26	pcs	ILLUSTRATION BOARD (1/4)		
	6	pcs	ILLUSTRATION BOARD (WHOLE)		
	6	pack	INDEX CARD, 5"X8", 100S		
	30	pack	NEON PAPER A4 80 GSM 10S		
	29	pack	PHOTO PAPER 210 GSM (A4, 20S / PACK)		
	39	pad	POST-IT STICKER, 3/4" ASSORTED COLORS		
	36	pad	POST-IT STICKER, ARROW (100/PAD) 40X15MM ASSORTED		
			***Continued on the Next Page***		
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<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
	41	pad	POST-IT STICKER, ARROW SIGN HERE (100/PAD) 40X15MM ASSORTED		
	9	pcs	RECORD BOOK (300 PAGES) SIZE 214MMX278MM MIN.		
	21	pcs	RECORD BOOK (500 PAGES) SIZE 214MMX278MM MIN.		
	19	pack	SPECIALTY BOARD (VELLUM), 8 1/2X11, BLUE, 10/PACK, 200 GSM		
	19	pack	SPECIALTY BOARD (VELLUM), 8 1/2X13, BLUE, 10/PACK, 200 GSM		
	8	pcs	SPIRAL NOTEBOOK (50 PAGES)		
	31	pack	STICKER PAPER (10S / PACK)		
<b>Lot 10</b>			<b>X. Presentation Supplies</b>		
	6	pcs	CORK BOARD - (2X3FT)		
	3	pcs	CORK BOARD - (3X4FT)		
	10	pcs	MAGNETIC BUTTONS - 3 CM 5'S		
	4	pcs	WHITEBOARD, PORTABLE 3'X4' W/ FRAME		
<b>Lot 11</b>			<b>XI. Printer Refill Inks</b>		
	89	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (BLACK)		
	48	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (YELLOW)		
	48	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (CYAN)		
	48	bottle	EPSON PRINTER INK FOR L220 / L360 70 ML (MAGENTA)		
	1	bottle	HP DESIGNJET INK FOR T120 80ML (BLACK)		
	1	bottle	HP DESIGNJET INK FOR T120 3-PACK 29 ML (CYAN)		
	1	bottle	HP DESIGNJET INK FOR T120 3-PACK 29 ML (MAGENTA)		
	1	bottle	HP DESIGNJET INK FOR T120 3-PACK 29 ML (YELLOW)		
	4	bottle	INK FOR EPSON I6190 (TO3100) 70 ML (BLACK)		
	4	bottle	INK FOR EPSON I6190 (TO3200) 70 ML (CYAN)		
	4	bottle	INK FOR EPSON I6190 (TO3300) 70 ML (MAGENTA)		
	4	bottle	INK FOR EPSON I6190 (TO3400) 70 ML (YELLOW)		
<b>Lot 12</b>			<b>XII. Storage Systems</b>		
	8	pcs	BALIK-BAYAN BOX (20"X20")		
	11	pcs	DOCUMENT BOX WITH COVER (12WX15.5LX10H)		
	24	pcs	DVD REWRITABLE, 4X SPEED, 4.7GB CAPACITY		
	8	pcs	STORAGE BOX (15W X 24L X 10H X 3/16T)		
			***Continued on the Next Page***		
			<b>TOTAL</b>		

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<b>PRICES MUST BE TAX (VAT) INCLUSIVE</b>					
<b>Lot 13</b>			<b>XIII. Writing Instruments</b>		
	28	pcs	FLOURESCENT MARKER (SPECIFY COLOR)		
	19	box	PENCIL, LEAD W/ ERASER, 1 DOZEN/BOX		
	16	box	PERMANENT MARKER (BLACK), FINE 12 PCS/BOX		
	12	box	PERMANENT MARKER (BLUE), FINE 12 PCS/BOX		
	4	box	PERMANENT MARKER (RED), FINE 12 PCS/BOX		
	16	bottle	PERMANENT MARKER INK (REFILL INK-BLACK)		
	14	bottle	PERMANENT MARKER INK (REFILL INK-BLUE)		
	1	bottle	PERMANENT MARKER INK (REFILL INK-RED)		
	104	pcs	REGULAR BALLPEN (BLACK)		
	54	pcs	REGULAR BALLPEN (BLUE)		
	14	pcs	REGULAR BALLPEN (RED)		
	7	pcs	REGULAR BALLPEN (VIOLET)		
	52	pcs	SIGN PEN (GEL), 0.5 MM BLACK		
	22	pcs	SIGN PEN (GEL), 0.5 MM BLUE		
	27	pcs	SIGN PEN (GEL), 0.5 MM GREEN		
	1	pcs	SIGN PEN (GEL), 0.5 MM RED		
	17	box	WHITEBOARD MARKER (BLACK) 12 PCS / BOX		
	17	box	WHITEBOARD MARKER (BLUE) 12 PCS / BOX		
	16	bottle	WHITEBOARD MARKER REFILL (BLACK)		
	16	bottle	WHITEBOARD MARKER REFILL (BLUE)		
			<b>***Nothing Follows***</b>		
			<b>TOTAL</b>		

**DELIVERY TERM:** FIRST DELIVERY (HALF OF QTY.) IS WITHIN 20 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (PO). SECOND DELIVERY IS ON THE FIRST WEEK OF OCTOBER, 2018.  
**DELIVERY TIME:** ORDER (PO). SECOND DELIVERY IS ON THE FIRST WEEK OF OCTOBER, 2018.  
**PAYMENT TERM:** 30 Calendar Days Upon Receipt of Purchase Order (PO)

Very Truly Yours,

**ELIAZAR M. FIRMALO**  
 A. O. III - Supply Officer II

Mob. No.: 0933-3372203(Sun); 0995-6528136(Globe)  
 Email: bacsec@mrc.pshs.edu.ph

**PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:**

Authorized Company Representative: \_\_\_\_\_  
 (Signature over Printed Name)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No., Tel. No.: \_\_\_\_\_

T.I.N.: \_\_\_\_\_

**IMPORTANT**

- Prices must be typewritten in ink clearly.
- If offering a substitute / equivalent, specify brand name and make