

CANVASS

Quotation No. _____

Company Name: _____

Address: _____

Date: _____

Please quote your lowest on the item/s below, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation not later than _____

JANIS IAN B. REGASPI - CLEOFE
BAC Chairperson

GENERAL CONDITIONS:

- 1. All entries in (a), (b), (c), & (d) must be typewritten.
- 2. Delivery period within _____ calendar days.
- 3. Warranty shall be for a period of Six (6) months for supplies and materials, and One (1) year for equipment, from the date of acceptance by the Procuring Entity.
- 4. Price validity shall be for a period of _____ calendar days.
- 5. Philgeps registration certificate or proof of Philgeps registration shall be attached upon submission of the quotation.
- 6. Bidders shall submit original brochures showing certification of the product being offered

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT OF ISSUE	UNIT PRICE	TOTAL
1	Ballpen, black & blue (12pcs)	20	box		
2	Bond Paper (S-20) Long	36	box		
3	Bond Paper (S-20), A4	200	ream		
4	Brown Envelope Long	1,000	piece		
5	Computer Printer Refill Ink 65ml 003 Black	15	bottle		
6	Computer Printer Refill Ink 65ml 003 Cyan	6	bottle		
7	Computer Printer Refill Ink 65ml 003 Magenta	6	bottle		
8	Computer Printer Refill Ink 65ml 003 Yellow	6	bottle		
9	Computer Printer Refill Ink 70ml 664 (Black)	15	bottle		
10	Computer Printer Refill Ink 70ml 664 (Cyan)	6	bottle		
11	Computer Printer Refill Ink 70ml 664 (Yellow)	6	bottle		
12	Computer Printer Refill Ink 70ml 664 (Magenta)	6	bottle		
13	Correction Tape (12pcs)	5	box		
14	Dater Stamps (onwards)	3	piece		
15	Expanding Brown Envelope, Long	1,000	piece		
16	File Document Box	5	piece		
17	Folder 14pts Long	250	piece		
18	Folder Expanding, Green w/o Metal Tab, Long	50	piece		
19	Glue 240ml	15	bottle		
20	Mailing Envelope White Long (500 pcs)	20	box		
21	Paper Fastener Plastic 8cm (50 pcs)	30	box		
22	Pencil No.2 (12 pcs)	3	box		
23	Paper Clip Vinyl Coated Jumbo 50mm (100 pcs)	30	box		
24	Paper Clip Vinyl Coated Small 33mm (100 pcs)	30	box		
25	Permanent Marker Black (12 pcs)	3	box		
26	Permanent Marker Blue (12 pcs)	3	box		

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ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT OF ISSUE	UNIT PRICE	TOTAL
27	Reco rd	15	piece		
28	Record Book 500page Ordinary (Paper)	15	piece		
29	Sign Pen Black 0.5 (12pcs)	5	box		
30	Sign Pen Blue	36	piece		
31	Stamp Pad (Big)	5	piece		
32	Stamp Pad #1	10	piece		
33	Stamp Pad Ink Blue 30ml	24	bottle		
34	Stapler with Remover	5	piece		
35	Staple Wire No.35 (5000 staples)	25	box		
36	Sticky Note Pad (assorted sizes)	15	pad		
37	Packaging Tape 2"	20	piece		
38	Transparent Tape 2" (50mm)	15	piece		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
TOTAL:				₱	

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

Printed Name / Signature

Contact Number

Date