



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

## REQUEST FOR QUOTATION

Date 22-Apr-2021  
 Quotation No. NP-SPHG(A)-2021-0053-REU-NLC  
REPOSTING

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Please quote your lowest price on the item/s listed below, subject to the Conditions. Kindly submit your quotation duly signed by you or your representative not later than **PhilGEPS Closing Date**.

*Ana Trinidad F. Rivera*  
**ENGR. ANA TRINIDAD F. RIVERA, MSc**  
 Chairperson, FDA-BAC

Name of Project: Procurement of Office Supplies

Procurement Mode: NP-Shopping (52.1B)

Classification: Goods

Approved Budget for the Contract (ABC): PHP 57,334.22

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Procurement of Office Supplies				
PAPER, MULTI-PURPOSE (COPY) A4, 70 gsm	REAM	60	114.51	
PAPER, MULTI-PURPOSE (COPY) Legal, 70 gsm	REAM	35	129.98	
NOTEPAD, Stick on, 76mm x 100mm (3" x 4") min	PAD	5	56.06	
NOTEPAD, Stick on, 76mm x 76mm (3" x 3") min	PAD	5	55.00	
RECORD BOOK, 300 Pages, Size: 214mm x 278mm min	BOOK	10	70.72	
GLUE, ALL PURPOSE, GROSS WEGHT: 200 Grams min	JAR	10	286.92	
STAPLE WIRE, for Heavy duty Staplers (23/13)	BOX	25	103.38	
TAPE, ELECTRICAL, 18mm x 16M Min	ROLL	2	72.80	
TAPE, MASKING, Width: 24mm (+- 1mm)	ROLL	20	55.12	
TAPE, MASKING, Width: 48mm (+- 1mm)	ROLL	20	106.60	
TAPE, PACKAGING, Width: 48mm (+- 1mm)	ROLL	85	18.20	
TAPE, TRANSPARENT, Width: 24mm (+- 1mm)	ROLL	20	9.10	
TAPE, TRANSPARENT, Width: 48mm (+- 1mm)	ROLL	20	18.20	
DATA FILE BOX, Made of chipboard, with closed ends	PIECE	30	69.78	
ENVELOPE, EXPANDING, KRAFTBOARD FOR Legal size Doc	BOX	30	738.40	
STAMP PAD, FELT, Bed Dimension: 60mm x 100mm min	PIECE	3	27.66	
CUTTER BLADE, for heavy duty cutter	PIECE	5	11.77	
PENCIL SHARPENER, manual, single cutter head	PIECE	5	187.20	
PUNCHER, PAPER, Heavy Duty, with two hole guide	PIECE	10	131.96	
SCISSORS, Symmetrical, Blade Length: 65mm min	PAIR	5	15.60	
ENVELOPE, Mailing, White, 80 gsm (-5%)	BOX	5	328.64	
ENVELOPE, Mailing, White, with Window	BOX	1	410.80	
FASTENER, METAL, 70mm between prongs	BOX	15	78.92	
MARKER, PERMANENT, Bullet Type, Black	PIECE	15	9.65	
MARKER, PERMANENT, Bullet Type, Blue	PIECE	5	9.65	
PAPER CLIP, Vinyl/Plastic Coat, Length: 48mm Min	BOX	10	12.74	
STAMP PAD, FELT, Bed Dimension: 60mm x 100mm min	PIECE	3	27.66	
STAPLER, STANDARD TYPE, Load Cap: 200 Staples min	PIECE	5	82.16	
CALCULATOR, COMPACT, 12 Digits	UNIT	5	135.20	
SIGN PEN, Black Liquid/Gel Ink 0.5 mm needle tip	PIECE	9	34.61	
SIGN PEN, Blue Liquid/Gel Ink 0.5 mm needle tip	PIECE	50	34.61	
SIGN PEN, Red Liquid/Gel Ink 0.5 mm needle tip	PIECE	9	34.61	

