



Republic of the Philippines
 Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL - CENTRAL MINDANAO CAMPUS
BIDS AND AWARDS COMMITTEE
 Nangka, Balo-i, Lanao del Norte
 Telephone Nos. (063) 836-0098

REQUEST FOR QUOTATION

The Philippine Science High School – Central Mindanao Campus, through its Bids and Awards Committee, intends to apply the sum of Six Hundred Seventy Nine Thousand Five Hundred Seventy Pesos & 47/100 (Php 679,570.47) being the Approved Budget for the Contract (ABC) to pay for the Procurement of Non-Common Supplies of all Offices for 2nd Quarter as stipulated in PR No. 17-07-013. With the following description:

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		COMMON ELECTRICAL SUPPLIES			
	pack	BATTERY, 9volts, alkaline	5	84.00	420.00
	pc	BATTERY, Maxell button cell no. 2032	8	250.00	2,000.00
	pc	CONVENIENCE OUTLET, 3 gang, universal	11	69.00	759.00
	pc	WIRE PLUG	11	9.75	107.25
		COMMON OFFICE EQUIPMENT			-
	unit	CALCULATOR, scientific, electronic, LCD desktop, display, two-way power	1	1,000.00	1,000.00
	unit	PRINTER, inkjet,, with CISS tank system	2	5,100.00	10,200.00
	unit	PRINTER, 3-in-1, Ink Tank System	5	7,595.00	37,975.00
		COMMON OFFICE DEVICES			-
	unit	PAPER CUTTER/TRIMMER, metal base, 12"x10" cutting surface, cutting handle, rubber support, paper adjuster included, auto-paper pressing bar, paper size indicator, approx. 12 sheets cutting capacity	1	6,000.00	6,000.00
	unit	PAPER SHREDDER, heavy duty, strip cut 0.29 ot higher, 100 sheets auto feed, can shred papers, paper clips, staples, credit cards, CDs, floppy disk, security level of at least 2, bin capacity of 9.5 gallon or higher, feed opening: 9.5 inch, shredder speed 8ft/min or higher, made in Japan, USA or Germany	1	13,000.00	13,000.00
	pc	SCISSORS (BIG)	4	75.00	300.00
	pc	STAPLER, #35, long reach	6	395.00	2,370.00
		COMMON OFFICE SUPPLIES			-
	pc	ARC FILE (Top clip/vertical clip), F4	20	230.00	4,600.00
	pc	ARC FILE, 3 inch, 2 hole, legal, portrait	4	225.00	900.00

	pc	AIR FRESHENER, Hang it Fresh, wild lavender scent	15	95.00	1,425.00
	pc	AIR FRESHENER, lavender scent, 320ml	4	300.00	1,200.00
	pc	BALLPEN, blue	94	5.00	470.00
		BALLPEN, black	88	5.00	440.00
		BALLPEN, red	58	5.00	290.00
	pc	BALLPOINT PEN, black, spring-load, rubber grip, 0.5mm	120	15.00	1,800.00
	pc	BALLPOINT PEN, blue, spring-load, rubber grip, 0.5mm	117	15.00	1,755.00
	pc	BALLPOINT PEN, red, spring-load, rubber grip, 0.5mm	54	15.00	810.00
		BINDER, 3-ring, Legal size	30	200.00	6,000.00
	pair	BOOK ENDS, small, steel	6	100.00	600.00
	PC	CHALK HOLDER	11	100.00	1,100.00
	pack	CLEARBOOK Refill, LEGAL SIZE, 25 Leaves	4	50.00	200.00
	pack	CLEAR SHEET PROTECTORS, legal, heavy duty, reinforced binding edge, 100pcs/pack	2	300.00	600.00
	pc	CLIPBOARD, legal, high quality	22	100.00	2,200.00
	pc	CLIP, backfold, 25mm, assorted colors	45	2.00	90.00
	pc	CLIP, backfold, 32mm, assorted colors	45	3.00	135.00
	pc	CLIP, backfold, 50mm, assorted colors	45	4.00	180.00
	pc	CLIP, bulldog, 73mm (3")	10	15.00	150.00
	pc	CLAMP, paper, 1-inch wide, black	45	6.50	292.50
	pc	CLAMP, paper, 2-inch wide, red	45	6.50	292.50
	pc	COMBO STRIP, 1"	18	40.00	720.00
	pc	CORK BOARD 3x5 inches size	1	800.00	800.00
	pc	CORK BOARD & WHITE BOARD, 17"x23", self healing cork, magnetic whiteboard	12	1,500.00	18,000.00
	pc	CORK BOARD, 4x6in	1	800.00	800.00
	pc	CORRECTION PEN with metal tip	12	65.00	780.00
	pc	DATA FILE BOX with cover	8	295.00	2,360.00
	pc	DATA FILE BOX, without cover	66	95.00	6,270.00
	pc	DATA FOLDER, 3 inch, 2 hole, blue, legal	114	220.00	25,080.00
	pc	DESK TRAY, plastic, 3 layers, black	7	450.00	3,150.00
	box	ENVELOPE, expanding with garter, legal size, 100pcs/bx	1	1,050.00	1,050.00
	pc	ENVELOPE, expanding, plastic, long	10	35.00	350.00

	box	FASTENER, for paper, plastic, 50 sets per box	21	30.00	630.00
	pc	FILE FOLDER, 1/3 tab cut, assorted position, legal size, manila, pack of 100	8	550.00	4,400.00
	pack	PRESSBOARD CLASSIFICATION FOLDERS, with fastener, legal size, 100% recycled, pack of 10	10	2,300.00	23,000.00
	pc	FOLDER, sliding, plastic, legal, white	50	7.00	350.00
	pc	FOLDER, tagboard,short	240	5.00	1,200.00
	bundle	FOLDER, fancy, A4, 50s/bundle	1	370.00	370.00
	pc	Folder, legal size, w/metal tab	50	15.00	750.00
	pc	GLUE, all purpose, w/ applicator	11	55.00	605.00
	pc	HANGING FILE FOLDER FRAME, Legal	1	700.00	700.00
	pc	HANGING FILE FOLDER, Legal	20	40.00	800.00
	pc	INDEX CARD, 5" x 8", 100s/pad	10	40.00	400.00
		INDEX CARD, 5" x 8", colored, ruled both sides, 10pcs/pack	10	50.00	500.00
	pc	INK REFILL, marking pen, permanent, black	3	80.00	240.00
	pc	INK REFILL, marking pen, permanent, blue	5	80.00	400.00
	pc	INK REFILL, marking pen, permanent, red	3	75.00	225.00
	pc	INK REFILL, marking pen, whiteboard, black	15	75.00	1,125.00
	pc	INK REFILL, marking pen, whiteboard, blue	13	75.00	975.00
	pc	INK REFILL, marking pen, whiteboard, red	2	75.00	150.00
	pc	LABEL HOLDER, 150mm x 75 mm, self adhesive, clear	100	75.00	7,500.00
	pc	MAGAZINE FILE, horizontal, legal	100	200.00	20,000.00
	pack	MAGIC TAPE, refill roll, 19mm x 25 mm, pack of 3, synthetic adhesive	20	200.00	4,000.00
	pc	MARKER, permanent, branded, broad point, good quality, black	12	55.00	660.00
	pc	MARKER, permanent, branded, broad point, good quality, blue	26	55.00	1,430.00
	pc	MARKER, permanent, branded, broad point, good quality, green	4	55.00	220.00
	pc	MARKER, whiteboard, branded, good quality, black	20	40.00	800.00
	pc	MARKER, whiteboard, branded, good quality, blue	20	40.00	800.00
	pc	MARKER, whiteboard, refillable, black	119	38.00	4,522.00
	pc	MARKER, whiteboard, refillable, blue	78	38.00	2,964.00
	pc	MARKER, whiteboard, refillable, red	63	38.00	2,394.00
	pc	MARKER, whiteboard, refillable, green	54	38.00	2,052.00
	pack	MARKER, low odor, dry erase, chisel point,	5	400.00	

		assorted colors, pack of 4			2,000.00
	pack	MARKER, 3 set neon page marker colored index tabs flags	5	280.00	1,400.00
	pack	MARGIN ULTRA TABS, 2.5" x 1", 24 repositionable tabs, two-side writable	100	200.00	20,000.00
	pc	PICTURE FRAME, 12x18in	10	1,000.00	10,000.00
		PEN HOLDER	1	50.00	50.00
	pc	Pins Organizer, plastic, with compartments	1	175.00	175.00
	case	PUSH PIN, flat head type, assorted colors, 100 pieces per case	36	45.00	1,620.00
	spool	RIBBON, for manual typewriter, In box, with each spool individually wrapped in plastic	5	30.00	150.00
	pc	STAMP, phrase & date	9	260.00	2,340.00
	bot	STAMP PAD INK, blue, 50ml	9	15.00	135.00
	pc	STAMPING DATER, manual	14	40.00	560.00
	box	STAPLE WIRE, no. 10	6	5.00	30.00
	roll	TAPE. Double sided 1"	19	30.00	570.00
		TAPE. Double sided 2"	10	40.00	400.00
	pc	T-SQUARE, wooden with transparent edging scale	5	550.00	2,750.00
	box	THUMB TACKS	5	7.00	35.00
		COMMON JANITORIAL SUPPLIES			-
	pc	CLOTH, micro fiber, 30x30 cm	6	250.00	1,500.00
	pc	DOORMAT, large, rubberized	15	80.00	1,200.00
	pc	Feather Duster	4	50.00	200.00
	pair	GLOVES, nitrile, blue, large	2	400.00	800.00
	pair	GLOVES, nitrile, blue, medium	3	400.00	1,200.00
	pair	GLOVES, nitrile, blue, small	2	400.00	800.00
		PAPER TOWELS	10	50.00	500.00
	pc	PAILS, large, with cover	1	500.00	500.00
		SPRAY, multi insect repellent	6	370.00	2,220.00
		TOILET TISSUE, 3 ply	25	14.25	356.25
	roll	TRASHBAG, plastic, black, (XL), 10pcs per pack per roll	6	150.00	900.00
	pc	Trash box, plastic with cover, heavy duty	1	275.00	275.00
		WASTE BASKET, with cover	3	135.00	405.00
		CONSUMABLES			-
	pc	INK CARTRIDGE, HP932, black, XL	10	1,800.00	18,000.00

	pc	INK CARTRIDGE, HP933, Cyan, XL	6	1,000.00	6,000.00
	pc	INK CARTRIDGE, HP933, Magenta, XL	6	1,000.00	6,000.00
	pc	INK CARTRIDGE, HP933, Yellow, XL	6	1,000.00	6,000.00
		Office Equipment and Accessories			-
	pc	DOCUMENT TRAY DISPLAY RACK, A4	10	60.00	600.00
		DRAWER ORGANIZER, 3 tier, plastic, portable storage drawer, multicolor	13	1,000.00	13,000.00
	pc	LITERATURE ORGANIZER/DOCUMENT SORTER, 12-compartment, black	5	2,500.00	12,500.00
	pc	Steel Cabinet, 4layer, with centralized key	2	7,500.00	15,000.00
	pc	STORAGE BOX, with lid, blue, legal	100	250.00	25,000.00
	pc	Swivel Chair, gaslift, with backrest and armrest	2	3,500.00	7,000.00
	unit	Water Dispenser, cold/hot	1	3,500.00	3,500.00
	pc	WALL CLOCK, round	1	500.00	500.00
		STAND FAN, heavy duty	2	1,750.00	3,500.00
		Audio and visual presentation and composing equipment			-
	unit	DIGITAL VOICE RECORDER, memory: 4GB (expandable), 1 unit in individual box	1	7,787.00	7,787.00
		LAPEL, with rechargeable Li+ batteries, small portable voice amplifier, headset or clip microphone, USB charger, high quality	2	5,500.00	11,000.00
		Paper Materials and Products			-
		CLASS RECORD	135	40.00	5,400.00
	pc	NOTE BOOK, 120 leaves, big, spring, good quality	12	100.00	1,200.00
	pc	NOTE BOOK, 100 leaves, big, non-spring	40	100.00	4,000.00
	pc	NOTEBOOK, big, 250 leaves	9	30.00	270.00
	pc	NOTEBOOK, big (500 leaves)	2	45.00	90.00
	pad	NOTE PAD, 2"x2"	4	25.00	100.00
	pad	NOTE PAD, 3"x4"	2	56.76	113.52
	ream	PAPER, bond, colored, legal, blue	17	175.00	2,975.00
	ream	PAPER, bond, colored, legal, green	8	175.00	1,400.00
	ream	PAPER, bond, colored, legal, pink	28	175.00	4,900.00
	ream	PAPER, bond, colored, legal, yellow	8	175.00	1,400.00
	ream	PAPER, bond, colored, short, blue	3	125.00	375.00
		PAPER, bond, colored, short, green	3	125.00	

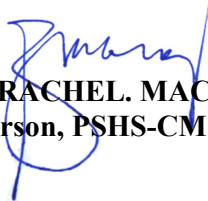
	ream				375.00
	ream	PAPER, bond, colored, short, pink	3	125.00	375.00
	ream	PAPER, bond, colored, short, yellow	23	125.00	2,875.00
	ream	PAPER, bond, colored, short, green, S20	10	260.00	2,600.00
	ream	PAPER, bond, colored, short, blue, S20	10	260.00	2,600.00
	ream	PAPER, bond, colored, short, pink, S20	10	260.00	2,600.00
	ream	PAPER, bond, colored, short, yellow, S20	10	260.00	2,600.00
	ream	PAPER, construction, long, assorted	10	300.00	3,000.00
	ream	PAPER, construction, short, assorted	10	300.00	3,000.00
	ream	PAPER, bond, Premium Grade, 216mm x 279mm (8-1/2" x 11") letter size, subs 20	237	150.00	35,550.00
	pack	PAPER, specialty long, white, board type	14	50.00	700.00
	pack	PAPER, specialty long, white, plain type	36	30.00	1,080.00
	pack	PAPER, specialty short, white, board type	114	50.00	5,700.00
	pack	PAPER, specialty short, white, plain type	30	30.00	900.00
	pc	PAPER, STICKER, yellow green, legal	16	12.50	200.00
	packs	PAPER, STICKER, white, non-glossy, short	93	32.00	2,976.00
	pack	PAPER, STICKER, white, glossy, short	10	38.00	380.00
	pack	PAPER, STICKER, A4, matte finish, 80GSM, pack of 10	50	60.00	3,000.00
	pack	PHOTO PAPER, 10pcs/pck	10	100.00	1,000.00
	pack	TIME CARD, for Amano, 100pc/pck	10	100.00	1,000.00
		Electrical equipment and components and supplies			-
	lot	EXTENSION WIRE, 4 gangs, 51 meters	2	1,400.00	2,800.00
	lot	EXTENSION WIRE, 4 gangs, 20 meters, heavy duty	4	615.00	2,460.00
		Computer Supplies	0		-
	pc	FLASH DRIVE, 32GB, USB 2.0, plug and play	29	850.00	24,650.00
	pc	HARD DRIVE, external, 1TB, 2.5" HDD, USB 3.0, 5400 rpm	9	3,476.05	31,284.45
		Computer Equipment and Accessories			-
	unit	Computer table	2	2,500.00	5,000.00
	pc	LASER PRESENTATION POINTER	30	900.00	27,000.00
	unit	Uninterruptible Power Supply, 1200va	20		60,000.00

			3,000.00	
			TOTAL	679,570.47

The PSHS-CMC now invites suppliers to submit price quotations for the above items. Please submit your quotations/proposals duly signed by you or your authorized representative not later than July 21, 2017, up to 8:00 am for the items described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

Quotations may be submitted manually at the address and contact number indicated above.

For any clarification, you may contact Mr. Ian Cris L. Cadile through cellphone no. 09275159601 or email address at iancris2003@yahoo.com.


ENGR. RACHEL. MACAMAY
 Chairperson, PSHS-CMC BAC

TERMS AND CONDITION

1. Bidders shall provide **correct and accurate information** required in this form.
2. Quotations must be placed inside an envelope and duly sealed.
3. Delivery/completion within thirty (30) calendar days upon receipt of approved Purchase Order (PO).
4. **Price quotation/s** must be valid for a period of one hundred twenty (120) calendar days from the date of submission.
5. Price quotation/s, to be denominated in **Philippine pesos** include all taxes, duties, and/or levies payable.
6. **Award of contract** shall be **per item basis** and shall be made to the lowest and responsive quotation which complies with the terms and conditions stated herein.
7. Bidder must **submit a copy** of the following documents together with his quotations/proposals to ensure that the said consultant is technically, legally and financially capable to undertake the proposed project:
 - **Mayor's permit** issued by the city or municipality where the principal place of business of the prospective bidder is located;
 - **PhilGEPS certificate** of registration;
 - **Income/Business Tax return**; and
 - **Omnibus Sworn Statement**
8. All submitted documents **must be signed** in the bottom by the bidder or any authorized representative and place it in an envelope and must be sealed.
9. The PSHS-CMC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.



REQUEST FOR QUOTATION FORM

PROSPECTIVE SUPPLIER:

Date: July 19, 2017

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.

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 PO/Contract.

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		COMMON ELECTRICAL SUPPLIES			
	pack	BATTERY, 9volts, alkaline	5		
	pc	BATTERY, Maxell button cell no. 2032	8		
	pc	CONVENIENCE OUTLET, 3 gang, universal	11		
	pc	WIRE PLUG	11		
		COMMON OFFICE EQUIPMENT			-
	unit	CALCULATOR, scientific, electronic, LCD desktop, display, two-way power	1		
	unit	PRINTER, inkjet,, with CISS tank system	2		
	unit	PRINTER, 3-in-1, Ink Tank System	5		
		COMMON OFFICE DEVICES			-
	unit	PAPER CUTTER/TRIMMER, metal base, 12"x10" cutting surface, cutting handle, rubber support, paper adjuster included, auto-paper pressing bar, paper size indicator, approx. 12 sheets cutting capacity	1		
	unit	PAPER SHREDDER, heavy duty, strip cut 0.29 or higher, 100 sheets auto feed, can shred papers, paper clips, staples, credit cards, CDs, floppy disk, security level of at least 2, bin capacity of 9.5 gallon or higher, feed opening: 9.5 inch, shredder speed 8ft/min or higher, made in Japan, USA or Germany	1		
	pc	SCISSORS (BIG)	4		
	pc	STAPLER, #35, long reach	6		
		COMMON OFFICE SUPPLIES			-
	pc	ARC FILE (Top clip/vertical clip), F4	20		
	pc	ARC FILE, 3 inch, 2 hole, legal, portrait	4		
	pc	AIR FRESHENER, Hang it Fresh, wild lavender scent	15		
	pc	AIR FRESHENER, lavender scent, 320ml	4		
	pc	BALLPEN, blue	94		

		BALLPEN, black	88		
		BALLPEN, red	58		
	pc	BALLPOINT PEN, black, spring-load, rubber grip, 0.5mm	120		
	pc	BALLPOINT PEN, blue, spring-load, rubber grip, 0.5mm	117		
	pc	BALLPOINT PEN, red, spring-load, rubber grip, 0.5mm	54		
		BINDER, 3-ring, Legal size	30		
	pair	BOOK ENDS, small, steel	6		
	PC	CHALK HOLDER	11		
	pack	CLEARBOOK Refill, LEGAL SIZE, 25 Leaves	4		
	pack	CLEAR SHEET PROTECTORS, legal, heavy duty, reinforced binding edge, 100pcs/pack	2		
	pc	CLIPBOARD, legal, high quality	22		
	pc	CLIP, backfold, 25mm, assorted colors	45		
	pc	CLIP, backfold, 32mm, assorted colors	45		
	pc	CLIP, backfold, 50mm, assorted colors	45		
	pc	CLIP, bulldog, 73mm (3")	10		
	pc	CLAMP, paper, 1-inch wide, black	45		
	pc	CLAMP, paper, 2-inch wide, red	45		
	pc	COMBO STRIP, 1"	18		
	pc	CORK BOARD 3x5 inches size	1		
	pc	CORK BOARD & WHITE BOARD, 17"x23", self healing cork, magnetic whiteboard	12		
	pc	CORK BOARD, 4x6in	1		
	pc	CORRECTION PEN with metal tip	12		
	pc	DATA FILE BOX with cover	8		
	pc	DATA FILE BOX, without cover	66		
	pc	DATA FOLDER, 3 inch, 2 hole, blue, legal	114		
	pc	DESK TRAY, plastic, 3 layers, black	7		
	box	ENVELOPE, expanding with garter, legal size, 100pcs/bx	1		
	pc	ENVELOPE, expanding, plastic, long	10		
	box	FASTENER, for paper, plastic, 50 sets per box	21		
	pc	FILE FOLDER, 1/3 tab cut, assorted position, legal size, manila, pack of 100	8		
	pack	PRESSBOARD CLASSIFICATION FOLDERS, with fastener, legal size, 100% recycled, pack of 10	10		
	pc	FOLDER, sliding, plastic, legal, white	50		
	pc	FOLDER, tagboard, short	240		
	bundle	FOLDER, fancy, A4, 50s/bundle	1		
	pc	Folder, legal size, w/metal tab	50		
	pc	GLUE, all purpose, w/ applicator	11		
	pc	HANGING FILE FOLDER FRAME, Legal	1		
	pc	HANGING FILE FOLDER, Legal	20		
	pc	INDEX CARD, 5" x 8", 100s/pad	10		
		INDEX CARD, 5" x 8", colored, ruled both sides, 10pcs/pack	10		
	pc	INK REFILL, marking pen, permanent, black	3		

	pc	INK REFILL, marking pen, permanent, blue	5		
	pc	INK REFILL, marking pen, permanent, red	3		
	pc	INK REFILL, marking pen, whiteboard, black	15		
	pc	INK REFILL, marking pen, whiteboard, blue	13		
	pc	INK REFILL, marking pen, whiteboard, red	2		
	pc	LABEL HOLDER, 150mm x 75 mm, self adhesive, clear	100		
	pc	MAGAZINE FILE, horizontal, legal	100		
	pack	MAGIC TAPE, refill roll, 19mm x 25 mm, pack of 3, synthetic adhesive	20		
	pc	MARKER, permanent, branded, broad point, good quality, black	12		
	pc	MARKER, permanent, branded, broad point, good quality, blue	26		
	pc	MARKER, permanent, branded, broad point, good quality, green	4		
	pc	MARKER, whiteboard, branded, good quality, black	20		
	pc	MARKER, whiteboard, branded, good quality, blue	20		
	pc	MARKER, whiteboard, refillable, black	119		
	pc	MARKER, whiteboard, refillable, blue	78		
	pc	MARKER, whiteboard, refillable, red	63		
	pc	MARKER, whiteboard, refillable, green	54		
	pack	MARKER, low odor, dry erase, chisel point, assorted colors, pack of 4	5		
	pack	MARKER, 3 set neon page marker colored index tabs flags	5		
	pack	MARGIN ULTRA TABS, 2.5" x 1", 24 repositionable tabs, two-side writable	100		
	pc	PICTURE FRAME, 12x18in	10		
		PEN HOLDER	1		
	pc	Pins Organizer, plastic, with compartments	1		
	case	PUSH PIN, flat head type, assorted colors, 100 pieces per case	36		
	spool	RIBBON, for manual typewriter, In box, with each spool individually wrapped in plastic	5		
	pc	STAMP, phrase & date	9		
	bot	STAMP PAD INK, blue, 50ml	9		
	pc	STAMPING DATER, manual	14		
	box	STAPLE WIRE, no. 10	6		
	roll	TAPE. Double sided 1"	19		
		TAPE. Double sided 2"	10		
	pc	T-SQUARE, wooden with transparent edging scale	5		
	box	THUMB TACKS	5		
		COMMON JANITORIAL SUPPLIES			-
	pc	CLOTH, micro fiber, 30x30 cm	6		
	pc	DOORMAT, large, rubberized	15		
	pc	Feather Duster	4		
	pair	GLOVES, nitrile, blue, large	2		
	pair	GLOVES, nitrile, blue, medium	3		
	pair	GLOVES, nitrile, blue, small	2		
		PAPER TOWELS	10		

pc	PAILS, large, with cover	1		
	SPRAY, multi insect repellent	6		
	TOILET TISSUE, 3 ply	25		
roll	TRASHBAG, plastic, black, (XL), 10pcs per pack per roll	6		
pc	Trash box, plastic with cover, heavy duty	1		
	WASTE BASKET, with cover	3		
	CONSUMABLES			-
pc	INK CARTRIDGE, HP932, black, XL	10		
pc	INK CARTRIDGE, HP933, Cyan, XL	6		
pc	INK CARTRIDGE, HP933, Magenta, XL	6		
pc	INK CARTRIDGE, HP933, Yellow, XL	6		
	Office Equipment and Accessories			-
pc	DOCUMENT TRAY DISPLAY RACK, A4	10		
	DRAWER ORGANIZER, 3 tier, plastic, portable storage drawer, multicolor	13		
pc	LITERATURE ORGANIZER/DOCUMENT SORTER, 12-compartment, black	5		
pc	Steel Cabinet, 4layer, with centralized key	2		
pc	STORAGE BOX, with lid, blue, legal	100		
pc	Swivel Chair, gaslift, with backrest and armrest	2		
unit	Water Dispenser, cold/hot	1		
pc	WALL CLOCK, round	1		
	STAND FAN, heavy duty	2		
	Audio and visual presentation and composing equipment			-
unit	DIGITAL VOICE RECORDER, memory: 4GB (expandable), 1 unit in individual box	1		
	LAPEL, with rechargeable Li+ batteries, small portable voice amplifier, headset or clip microphone, USB charger, high quality	2		
	Paper Materials and Products			-
	CLASS RECORD	135		
pc	NOTE BOOK, 120 leaves, big, spring, good quality	12		
pc	NOTE BOOK, 100 leaves, big, non-spring	40		
pc	NOTEBOOK, big, 250 leaves	9		
pc	NOTEBOOK, big (500 leaves)	2		
pad	NOTE PAD, 2"x2"	4		
pad	NOTE PAD, 3"x4"	2		
ream	PAPER, bond, colored, legal, blue	17		
ream	PAPER, bond, colored, legal, green	8		
ream	PAPER, bond, colored, legal, pink	28		
ream	PAPER, bond, colored, legal, yellow	8		
ream	PAPER, bond, colored, short, blue	3		
ream	PAPER, bond, colored, short, green	3		

	ream	PAPER, bond, colored, short, pink	3		
	ream	PAPER, bond, colored, short, yellow	23		
	ream	PAPER, bond, colored, short, green, S20	10		
	ream	PAPER, bond, colored, short, blue, S20	10		
	ream	PAPER, bond, colored, short, pink, S20	10		
	ream	PAPER, bond, colored, short, yellow, S20	10		
	ream	PAPER, construction, long, assorted	10		
	ream	PAPER, construction, short, assorted	10		
	ream	PAPER, bond, Premium Grade, 216mm x 279mm (8-1/2" x 11") letter size, subs 20	237		
	pack	PAPER, specialty long, white, board type	14		
	pack	PAPER, specialty long, white, plain type	36		
	pack	PAPER, specialty short, white, board type	114		
	pack	PAPER, specialty short, white, plain type	30		
	pc	PAPER, STICKER, yellow green, legal	16		
	pack s	PAPER, STICKER, white, non-glossy, short	93		
	pack	PAPER, STICKER, white, glossy, short	10		
	pack	PAPER, STICKER, A4, matte finish, 80GSM, pack of 10	50		
	pack	PHOTO PAPER, 10pcs/pck	10		
	pack	TIME CARD, for Amano, 100pc/pck	10		
		Electrical equipment and components and supplies			-
	lot	EXTENSION WIRE, 4 gangs, 51 meters	2		
	lot	EXTENSION WIRE, 4 gangs, 20 meters, heavy duty	4		
		Computer Supplies	0		-
	pc	FLASH DRIVE, 32GB, USB 2.0, plug and play	29		
	pc	HARD DRIVE, external, 1TB, 2.5" HDD, USB 3.0, 5400 rpm	9		
		Computer Equipment and Accessories			-
	unit	Computer table	2		
	pc	LASER PRESENTATION POINTER	30		
	unit	Uninterruptible Power Supply, 1200va	20		
				TOTAL	

Very truly yours,


ENGR. RACHEL P. MACAMAY
Chairperson, BAC

Prices in the above offer are certified true and correct:

Authorized company representative:

(Signature over Printed Name)

Company Name: _____

Address: _____

Tel. Nos: _____

TIN: _____