



## REQUEST FOR QUOTATION

The Philippine Science High School – Central Mindanao Campus, through its Bids and Awards Committee, intends to apply the sum of Three Hundred Sixty Five Thousand One Hundred Sixty Eight Pesos & 41/100 (Php 365,168.41) being The Approved Budget for the Contract (ABC) to pay for the Purchase of Office Supplies for 1<sup>st</sup> Quarter CY 2016 (Not Available in PS-DBM). With the following description:

Unit	Description	Quantity
pc	BALLPEN, black	36
pc	BALLPEN, blue	59
pc	BALLPEN, red	22
pc	BALLPOINT PEN, black, spring-load, rubber grip, 0.5mm	101
pc	BALLPOINT PEN, blue, spring-load, rubber grip, 0.5mm	101
pc	BALLPOINT PEN, red, spring-load, rubber grip, 0.5mm	64
pack	BATTERY, size AA, alkaline, 2 pc/pck	8
piece	BINDER, 3-ring, D-type, 64mm(2.5"), A4 size, base board made with chipboard, with insert clear-view pocket on front, back and spine for label	2
pack	BLADE, heavy duty cutter, 10 pcs./pack	1
pair	BOOK ENDS, steel, small	40
units	CALCULATOR, desktop	2
pc	CARTOLINA, Light Pink	50
pack	CARTOLINA, white, 20 pc/pck	3
piece	CERTIFICATE FRAME, 8.5"x11"	12
piece	CERTIFICATE HOLDER, long size	25
piece	CERTIFICATE HOLDER, short size	25
pc	CHAIR, Plastic, Monobloc, heavy duty, green	2
box	CHALK, colored, dustless, branded	12
box	CHALK, white, dustless, branded, 100 pcs/box	21
pc	CLASS RECORD, K to 12	18
piece	CLEARBOOK, A4 size	8
piece	CLEARBOOK, Legal size	100
pc	CLEARBOOK, Legal size, refill	63
piece	CLEARBOOK, short size, assorted color	3
box	CLIP, backfold, 19mm, 12 pieces per box	2
box	CLIP, backfold, 25mm, 12 pieces per box	80
box	CLIP, backfold, 32mm, 12 pieces per box	7

box	CLIP, backfold, 50mm, 12 pieces per box	54
pc	CLIP, bulldog, 1"	45
pc	CLIP, bulldog, 2"	45
piece	CLIP, bulldog, 73mm (3")	179
ream	CONSTRUCTION PAPER, long,assorted	10
ream	CONSTRUCTION PAPER, short,assorted	10
pc	CORK BOARD, 2x3	3
pc	CORK BOARD, 2X4	3
pc	corkboard/whiteboard combo (40cm x 64cm)	24
pc	CORRECTION PEN with metal tip	3
piece	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	84
tube	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	5
piece	CUTTER KNIFE, heavy duty	10
pc	DATA FILE BOX, with cover	106
pc	DATA FILE BOX, without cover	64
piece	DATING AND STAMPING MACHINE	3
pc	Desk Tray (metal, 3 layers)	31
pc	Desk Tray, 3 layer, plastic	12
pc	Drawer Organizer, 3 tier, plastic	10
box	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	2
box	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	5
pc	ENVELOPE, DOCUMENTARY, for letter size document	5
box	ENVELOPE, expanding, with garter,legal size	6
box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	4
pc	Envelope, expanding-legal size,green	17
box	ENVELOPE, MAILING, with window, 500 pieces per box	4
piece	ERASER, felt, for blackboard/whiteboard	2
box	FASTENER, for paper, metal, 50 sets per box	4
pc	FILE FOLDER, 3 inch, 2 hole	51
piece	FILE ORGANIZER, expanding, legal, plastic, assorted colors	26
set	FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	10
set	FILE TAB DIVIDER, legal size, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	10
pc	FOLDER, expanding, long	50
piece	FOLDER, pressboard, plain, legal, w/ metal tab	180

pack	FOLDER, Tagboard, Legal size, 100 pieces per pack	12
pack	FOLDER, Tagboard, letter size, 100 pieces per pack	2
pcs	Glue Gun, heavy duty, small glue stick	2
pcs	Glue Stick, small	25
pad	Graphing Paper (216mm x 330mm)	12
piece	Highlighter Color Yellow Green	12
pc	Highlighter, yellow	10
pack	INDEX CARD, 5"x8", 500 pieces per pack	25
bottle	Ink for numbering machine (black)	1
pc	INK REFILL, for marking pen, permanent, blue	2
pc	INK REFILL, for marking pen, permanent, black	1
pcs.	INK REFILL, for marking pen, whiteboard, black	25
piece	INK REFILL, for marking pen, whiteboard, blue	24
piece	INK REFILL, for marking pen, whiteboard, red	24
pack	MANILA PAPER, 10 sheets per pack	3
each	MARKER, whiteboard, green	5
pc	MARKER, whiteboard, black	47
pc	MARKER, whiteboard, blue	46
pc	MARKER, whiteboard, green	12
pc	MARKER, whiteboard, red	43
piece	NOTE BOOK, stenographer's, 40 leaves, spiral	26
pad	NOTE PAD, (2"x2"), stick on, 50mm x 50mm min, 72 gsm., min basis weight, 400 sheets per cube/pack, assorted colors	10
pad	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	13
pad	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	31
pad	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	10
pc	NOTEBOOK, 100 leaves, big, non-spring	18
pc	NOTEBOOK, 120 leaves, big, spring, good quality	6
piece	NOTEBOOK, 80 leaves High Quality	12
piece	NOTEBOOK, big (500 leaves)	2
box	PAPER CLIP, gem type, 32mm, 100 pieces per box	83
box	PAPER CLIP, gem type, 48mm, 100 pieces per box	60
piece	PAPER CUTTER, B4, 253mm x 353mm	3
pc	CUTTER KNIFE, heavy duty	10
unit	Paper Cutter, metal	1
box	Paper Fastener Small (Plastic)	45
ream	PAPER, colored bond, short, yellow	17
ream	PAPER, bond, colored, short blue	3
ream	PAPER, BOOKPAPER, Short (7 1/2 by 11) S24	15
reams	PAPER, colored bond, legal, yellow	2

reams	PAPER, colored bond, legal, pink	2
ream	PAPER, colored bond, legal, blue	3
reams	PAPER, colored bond, legal, green	6
ream	PAPER, colored bond, short, blue	21
ream	PAPER, colored bond, short, green	22
reams	PAPER, colored bond, short, light pink	17
ream	PAPER, colored bond, short, pink	4
ream	PAPER, colored bond, short, yellow	7
ream	PAPER, bond, letter, subs 20 - 70 gsm	308
ream	PAPER, bond, A4, subs 20 - 70 gsm	221
ream	PAPER, bond, legal, subs 20 - 70 gsm	318
packs	PAPER, photo	17
pack	Paper, specialty (long size, light blue)	25
pack	Paper, specialty (A4, beige)	12
pack	PAPER, Specialty board, long, white	5
pack	PAPER, specialty, (short size, light blue)	25
pcks	PAPER, specialty, A4	10
pad	PAPER, specialty, long	50
pack	PAPER, specialty, short	65
pack	PAPER, specialty,(long, 120 gsm)	5
piece	Paper, sticker, (Colored/Assorted)	6
dozen	PAPER, sticker, (white, non-glossy)	2
pack	PAPER, sticker, short (white)	44
pack	PARCHMENT PAPER, A4 size, multi-purpose, (297mm x 210mm), basis weight of 80 gsm., fine translucent, suitable for pen and ink drawing, 100 sheets per pack	20
box	PENCIL, lead, w/eraser, One(1) dozen per box	20
pc	Plastic cover (#3)	1
pc	Plastic cover (#4)	1
piece	Protractor, 6"	12
pc	Puncher, 3 hole	3
case	PUSH PIN, flat head type, assorted colors, 100 pieces per case	33
book	RECORD BOOK, 300 pages, size: 214mm x 278mm min	29
book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	23
roll	RIBBON, typewriter, black	2
pc	Ring Binder, 3 hole, long	27
pc	Rubber stamp	3
piece	Ruler (300mm, heavy duty)	12
piece	RULER, plastic, 450mm, 1 piece in individual	2
pair	SCISSORS, (6")	21
piece	SCISSORS, decorative(stationery, lace work design)	12
bot	STAMP PAD INK, blue, 50mL	9
bottle	STAMP PAD INK, violet, 50mL	16
piece	STAPLE REMOVER, plier type	5
box	Staple Wire # 10	15
box	Staple wire (#23/10-for heavy duty stapler)	1
box	STAPLE WIRE, (26/16)standard, 5000 pcs/box	9
box	STAPLE WIRE, Heavy duty, 23/17	11

piece	STAPLER, # 35 (LONG REACH)	1
pc	STICKER PAPER, white	74
pc	TAPE DISPENSER, (big, heavy duty, for 2")	3
piece	TAPE DISPENSER, handheld	11
roll	TAPE, double sided, 24mm, (1")	26
roll	TAPE, double sided, 48mm, (2")	18
pcs	TAPE, duct	3
rolls	TAPE, masking 1/2"	5
roll	TAPE, masking, 24mm, 50 meters length	59
roll	TAPE, transparent, 24mm, 50 meters	42
rolls	Time Card Ribbon	4
pack	TOILET TISSUE, 12 rolls per pack	23
pc	Vellum paper (cut into 3x5 index card size)	100
piece	WASTE BASKET, non-rigid plastic	10
pc	WHITEBOARD, 4X8	1

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 February 23, 2016, up to 4:00 pm 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](mailto:iancris2003@yahoo.com).

**FRANKLIN L. SALISID**  
**Chairman, 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) working 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 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:
  - Registration certificate from **SEC**, Department of Trade and Industry (**DTI**) for sole proprietorship, or **CDA** for cooperatives;
  - **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;
  - Statement of the prospective bidder of all its **ongoing and completed** government and private contracts, including contracts awarded but not yet started, with similar in nature and complexity to the contract to be bid. The statement shall include the name and nature of contract, date of award or date of completion and amount of contract;
  - **Annual Income Tax Return for CY 2014 and audited financial statements**, showing among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions;
  - Latest **income and business tax returns within the last six months preceding the date of bid submission**;
  - **Tax Clearance**
  - **Company's Manpower Profile and Organizational Chart**
  - **Omnibus Sworn Statement** by the prospective bidder or its duly authorized representative in the new form prescribed by the GPPB Resolution No. 22-2013.
8. **Bid security** in the prescribed form, amount and validity period. The bid security shall be in an amount equal to a percentage of the ABC in accordance with the following schedule:

FORM OF BID SECURITY	AMOUNT OF BID SECURITY
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
b) bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
d) any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
e) Bid Securing declaration	

8. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a **performance security** prior to the signing of the contract. The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
b) bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
d) any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

10. All submitted documents **must be signed** in the bottom by the bidder or any authorized representative and place it in an enveloped and must be sealed.
11. 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.



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 FORM

PROSPECTIVE SUPPLIERS:

Date: February 15, 2016

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.

Unit	Description	Quantity	UNIT COST	TOTAL COST
pc	BALLPEN, black	36		
pc	BALLPEN, blue	59		
pc	BALLPEN, red	22		
pc	BALLPOINT PEN, black, spring-load, rubber grip, 0.5mm	101		
pc	BALLPOINT PEN, blue, spring-load, rubber grip, 0.5mm	101		
pc	BALLPOINT PEN, red, spring-load, rubber grip, 0.5mm	64		
pack	BATTERY, size AA, alkaline, 2 pc/pck	8		
piece	BINDER, 3-ring, D-type, 64mm(2.5"), A4 size, base board made with chipboard, with insert clear-view pocket on front, back and spine for label	2		
pack	BLADE, heavy duty cutter, 10 pcs./pack	1		
pair	BOOK ENDS, steel, small	40		
units	CALCULATOR, desktop	2		
pc	CARTOLINA, Light Pink	50		
pack	CARTOLINA, white, 20 pc/pck	3		
piece	CERTIFICATE FRAME, 8.5"x11"	12		
piece	CERTIFICATE HOLDER, long size	25		
piece	CERTIFICATE HOLDER, short size	25		
pc	CHAIR, Plastic, Monobloc, heavy duty, green	2		
box	CHALK, colored, dustless, branded	12		
box	CHALK, white, dustless, branded, 100 pcs/box	21		
pc	CLASS RECORD, K to 12	18		
piece	CLEARBOOK, A4 size	8		
piece	CLEARBOOK, Legal size	100		

pc	CLEARBOOK, Legal size, refill	63		
piece	CLEARBOOK, short size, assorted color	3		
box	CLIP, backfold, 19mm, 12 pieces per box	2		
box	CLIP, backfold, 25mm, 12 pieces per box	80		
box	CLIP, backfold, 32mm, 12 pieces per box	7		
box	CLIP, backfold, 50mm, 12 pieces per box	54		
pc	CLIP, bulldog, 1"	45		
pc	CLIP, bulldog, 2"	45		
piece	CLIP, bulldog, 73mm (3")	179		
ream	CONSTRUCTION PAPER, long,assorted	10		
ream	CONSTRUCTION PAPER, short,assorted	10		
pc	CORK BOARD, 2x3	3		
pc	CORK BOARD, 2X4	3		
pc	corkboard/whiteboard combo (40cm x 64cm)	24		
pc	CORRECTION PEN with metal tip	3		
piece	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	84		
tube	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	5		
piece	CUTTER KNIFE, heavy duty	10		
pc	DATA FILE BOX, with cover	106		
pc	DATA FILE BOX, without cover	64		
piece	DATING AND STAMPING MACHINE	3		
pc	Desk Tray (metal, 3 layers)	31		
pc	Desk Tray, 3 layer, plastic	12		
pc	Drawer Organizer, 3 tier, plastic	10		
box	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	2		
box	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	5		
pc	ENVELOPE, DOCUMENTARY, for letter size document	5		
box	ENVELOPE, expanding, with garter,legal size	6		
box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	4		
pc	Envelope, expanding-legal size,green	17		
box	ENVELOPE, MAILING, with window, 500 pieces per box	4		
piece	ERASER, felt, for blackboard/whiteboard	2		
box	FASTENER, for paper, metal, 50 sets per box	4		
pc	FILE FOLDER, 3 inch, 2 hole	51		
piece	FILE ORGANIZER, expanding, legal, plastic, assorted colors	26		
set	FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	10		

set	FILE TAB DIVIDER, legal size, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	10		
pc	FOLDER, expanding, long	50		
piece	FOLDER, pressboard, plain, legal, w/ metal tab	180		
pack	FOLDER, Tagboard, Legal size, 100 pieces per pack	12		
pack	FOLDER, Tagboard, letter size, 100 pieces per pack	2		
pcs	Glue Gun, heavy duty, small glue stick	2		
pcs	Glue Stick, small	25		
pad	Graphing Paper (216mm x 330mm)	12		
piece	Highlighter Color Yellow Green	12		
pc	Highlighter, yellow	10		
pack	INDEX CARD, 5"x8", 500 pieces per pack	25		
bottle	Ink for numbering machine (black)	1		
pc	INK REFILL, for marking pen, permanent, blue	2		
pc	INK REFILL, for marking pen, permanent, black	1		
pcs.	INK REFILL, for marking pen, whiteboard, black	25		
piece	INK REFILL, for marking pen, whiteboard, blue	24		
piece	INK REFILL, for marking pen, whiteboard, red	24		
pack	MANILA PAPER, 10sheets per pack	3		
each	MARKER, whiteboard, green	5		
pc	MARKER, whiteboard, black	47		
pc	MARKER, whiteboard, blue	46		
pc	MARKER, whiteboard, green	12		
pc	MARKER, whiteboard, red	43		
piece	NOTE BOOK, stenographer's, 40 leaves, spiral	26		
pad	NOTE PAD, (2"x2"), stick on, 50mm x 50mm min, 72 gsm., min basis weight, 400 sheets per cube/pack, assorted colors	10		
pad	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	13		
pad	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	31		
pad	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	10		
pc	NOTEBOOK, 100 leaves, big, non-spring	18		
pc	NOTEBOOK, 120 leaves, big, spring, good quality	6		
piece	NOTEBOOK, 80 leaves High Quality	12		
piece	NOTEBOOK, big (500 leaves)	2		
box	PAPER CLIP, gem type, 32mm, 100 pieces per box	83		
box	PAPER CLIP, gem type, 48mm, 100 pieces per box	60		

piece	PAPER CUTTER, B4, 253mm x 353mm	3		
pc	CUTTER KNIFE, heavy duty	10		
unit	Paper Cutter, metal	1		
box	Paper Fastener Small (Plastic)	45		
ream	PAPER, colored bond, short, yellow	17		
ream	PAPER, bond, colored, short blue	3		
ream	PAPER, BOOKPAPER, Short (7 1/2 by 11) S24	15		
reams	PAPER, colored bond, legal, yellow	2		
reams	PAPER, colored bond, legal, pink	2		
ream	PAPER, colored bond, legal, blue	3		
reams	PAPER, colored bond, legal, green	6		
ream	PAPER, colored bond, short, blue	21		
ream	PAPER, colored bond, short, green	22		
reams	PAPER, colored bond, short, light pink	17		
ream	PAPER, colored bond, short, pink	4		
ream	PAPER, colored bond, short, yellow	7		
ream	PAPER, bond, letter, subs 20 - 70 gsm	308		
ream	PAPER, bond, A4, subs 20 - 70 gsm	221		
ream	PAPER, bond, legal, subs 20 - 70 gsm	318		
packs	PAPER, photo	17		
pack	Paper, specialty (long size, light blue)	25		
pack	Paper, specialty (A4, beige)	12		
pack	PAPER, Specialty board, long, white	5		
pack	PAPER, specialty, (short size, light blue)	25		
pcks	PAPER, specialty, A4	10		
pad	PAPER, specialty, long	50		
pack	PAPER, specialty, short	65		
pack	PAPER, specialty, (long, 120 gsm)	5		
piece	Paper, sticker, (Colored/Assorted)	6		
dozen	PAPER, sticker, (white, non-glossy)	2		
pack	PAPER, sticker, short (white)	44		
pack	PARCHMENT PAPER, A4 size, multi-purpose, (297mm x 210mm), basis weight of 80 gsm., fine translucent, suitable for pen and ink drawing, 100 sheets per pack	20		
box	PENCIL, lead, w/eraser, One(1) dozen per box	20		
pc	Plastic cover (#3)	1		
pc	Plastic cover (#4)	1		
piece	Protractor, 6"	12		
pc	Puncher, 3 hole	3		
case	PUSH PIN, flat head type, assorted colors, 100 pieces per case	33		
book	RECORD BOOK, 300 pages, size: 214mm x 278mm min	29		
book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	23		
roll	RIBBON, typewriter, black	2		
pc	Ring Binder, 3 hole, long	27		
pc	Rubber stamp	3		
piece	Ruler (300mm, heavy duty)	12		
piece	RULER, plastic, 450mm, 1 piece in individual	2		
pair	SCISSORS, (6")	21		

piece	SCISSORS, decorative(stationery, lace work design)	12		
bot	STAMP PAD INK, blue, 50mL	9		
bottle	STAMP PAD INK, violet, 50mL	16		
piece	STAPLE REMOVER, plier type	5		
box	Staple Wire # 10	15		
box	Staple wire (#23/10-for heavy duty stapler)	1		
box	STAPLE WIRE, (26/16)standard, 5000 pcs/box	9		
box	STAPLE WIRE, Heavy duty, 23/17	11		
piece	STAPLER, # 35 (LONG REACH)	1		
pc	STICKER PAPER, white	74		
pc	TAPE DISPENSER, (big, heavy duty, for 2")	3		
piece	TAPE DISPENSER, handheld	11		
roll	TAPE, double sided, 24mm, (1")	26		
roll	TAPE, double sided, 48mm, (2")	18		
pcs	TAPE, duct	3		
rolls	TAPE, masking 1/2"	5		
roll	TAPE, masking, 24mm, 50 meters length	59		
roll	TAPE, transparent, 24mm, 50 meters	42		
rolls	Time Card Ribbon	4		
pack	TOILET TISSUE, 12 rolls per pack	23		
pc	Vellum paper (cut into 3x5 index card size)	100		
piece	WASTE BASKET, non-rigid plastic	10		
pc	WHITEBOARD, 4X8	1		

Very truly yours,

Prices in the above offer are certified true and correct:

**FRANKLIN L. SALISID**  
**Chairman, BAC**

Authorized company representative:

\_\_\_\_\_  
(Signature over Printed Name)

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

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

Tel. Nos: \_\_\_\_\_

TIN: \_\_\_\_\_