



## REQUEST FOR QUOTATION

Date: \_\_\_\_\_  
 Quotation Nos. 2026-04-15-049

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

\_\_\_\_\_  
 Address

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative to the office of the Chairman, Bids and Awards Committee Office at EVSU Tacloban City not later than 3 cd from the above date.

**JELSON P. ABRILLO**

Head, Procurement Unit

**NOTE:**

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN **THIRTY (30)** CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF **THREE (3)** CALENDAR DAYS
5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
7. This project is per item.

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
<b>Supply and Delivery of Office Common Supplies for Various Offices</b>					
1.	<i>sign pen 0.5, black, 12pcs/box</i>	4	box		
2.	<i>sign pen 0.5, blue, 12pcs/box</i>	5	box		
3.	<i>sign pen 0.5, green, 12pcs/box</i>	1	box		
4.	<i>sign pen 0.3, black</i>	10	pcs		
5.	<i>sign pen 0.4, black</i>	17	pcs		
6.	<i>sign pen 0.4, blue</i>	11	pcs		
7.	<i>sign pen 0.4, red</i>	3	pcs		
8.	<i>Correction Tape, film base type, UL 6m min</i>	32	pc		
9.	<i>Binder Clip, backfold, 19mm</i>	3	box		
10.	<i>Binder Clip, backfold, 25mm</i>	3	box		
11.	<i>Binder Clip, backfold, 32mm</i>	13	box		
12.	<i>Binder Clip, backfold, 50mm</i>	4	box		
13.	<i>Double-sided Tape Stong Adhesive Ultra-thin High-adhesive High Quality Tape 2" Big roll</i>	8	roll		
14.	<i>Expanded Envelope, Legal size, red</i>	100	pc		

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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<b>Supply and Delivery of Office Common Supplies for Various Offices</b>					
15	Fastener, plastic coated, 8.5", 70mm, 50sets/box, tin-paltd steel w/ white paint on one side, Non-Sharp	14	box		
16	Marker, permanent, bullet type, black	5	pc		
17	Notepad, stick-on 3x3, 100 sheets/pad	8	pad		
18	Book Paper, Multi-purpose(Copy) A4, 70gsm	56	ream		
19	Book Paper, Multi-purpose(Copy) Legal, 70gsm	40	ream		
20	Book Paper, Multi-purpose(Copy) Short, 70gsm	30	ream		
21	Folio/Long, 80 gsm/ Sub 24 (All Purpose Bond Paper)8.5*13	45	reams		
22	Stamp Pad Ink, purple	3	bottle		
23	Stapler, Standard Type, with remover no. 35	8	pc		
24	Folder, Legal size, white	170	pc		
25	Folder, expanding, Legal size, Red	100	pc		
26	Folder, expanding, Legal size, green	124	pc		
27	Folder, expanding, Legal size, yellow	124	pc		
28	Folder, expanding, Legal size, pink	10	pc		

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<b>Supply and Delivery of Office Common Supplies for Various Offices</b>					
29	Folder, expanding, Legal size, green	1	box		
30	Hard Drive, 1tb GB	1	pc		
31	NOTE PAD, stick on, 2" x 3"	3	pad		
32	NOTE PAD, stick on, 3" x 3"	5	pad		
33	NOTE PAD, stick on, 3" x 4"	6	pad		
34	Paper clip, vinyl/plastic coated, 50mm	5	box		
35	Paper clip, vinyl/plastic coated, small	8	box		
36	Glue all pupose 130g	8	piece		
37	Sticky note "please sign" tag, self adhesive	10	packs		
38	Scissors,8"	4	piece		
39	Plastic Cover, Gauge 2.6	1	roll		
40	Record Book 8.5*11 inches 300pages	2	piece		
41	Record Book 8.5*11 inches 500pages	17	piece		
42	Adhesive Tape, double tape, 1inch	2	piece		

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<b>Supply and Delivery of Office Common Supplies for Various Offices</b>					
43	Printer Ink (Black) NO. 003 (Epson L3210)	31	bottled		
44	Printer Ink (Cyan) NO. 003 (Epson L3210)	26	bottled		
45	Printer Ink (Magenta) NO. 003 (Epson L3210)	26	bottled		
46	Printer Ink (Yellow) NO. 003 (Epson L3210)	26	bottled		
47	Multi- tray Desk file Organizer, 3 layer metal	4	pcs		
48	Certificate Holder A4	20	pcs		
49	Photopaper glossy, A4	5	packs		
50	Mailing Envelopes, long	200	piece		
51	Interfold Paper Towel (approx. 150 pulls, 2ply)	5	piece		
52	Box Filer with cover, 16x12.5x10 inches	5	pcs		
53	Expanding Envelope, legal, green	5	box		
54	Expanding Envelope, legal, yellow	5	box		
55	Expanding Envelope, legal, red	5	box		
56	Cannon Paper, pink, long, 90gsm, 500 sheets	6	reams		

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<b>Supply and Delivery of Office Common Supplies for Various Offices</b>					
57	Sheepskin Paper, 10 sheets per pack	20	packs		
58	Ribbon Singe-face, 3/8"50 yards, red	2	roll		
59	Ribbon Singe-face, 3/8"50 yards, gold	2	roll		
60	Notarial Seal #24-2 1/8", 40pcs/pack	15	packs		
61	Diploma Holder, ("8.5x11") maroon	100	piece		
62	Brown Envelope Long	50	piece		
63	Dry Seal, EVSU Logo	1	unit		
64	Trash Bin with Cover	4	piece		
65	Storage Box 120 liters	1	pc		
66	Lever Arch File 3" Legal	5	pcs		
67	Clear Sheet Protector Ring Binder Refill for Arch File (Long)	5	pcs		
68	Lever Arch File 3" A4	5	pcs		
69	Clear Sheet Protector Ring Binder Refill for Arch File (A4)	5	pcs		
70	Pencil #2, LEAD WITH ERASER, 12 pcs per Box	1	box		

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<b>Supply and Delivery of Office Common Supplies for Various Offices</b>					
71	<i>Expanding Envelope, legal, green</i>	30	piece		
72	<i>Expanding Envelope, legal, yellow</i>	30	piece		
73	<i>Expanding Envelope, legal, pink</i>	30	piece		
74	<i>Plastic Envelope long</i>	30	piece		
75	<i>Stand File Box with cover, 2 green</i>	2	piece		
76	<i>Stand File Box with cover, 2 yellow</i>	2	piece		
77	<i>Stand File Box with cover, 2 pink</i>	2	piece		
78	<i>Puncher 2 hole metal</i>	1	piece		
79	<i>Ball Pen (black) .5smooth ink</i>	12	pcs		
80	<i>Ball Pen (blue) .5smooth ink</i>	12	pcs		
81	<i>Folder with Tab Legal</i>	5	packs		
82	<i>Sticker paper, glossy vinyl A4</i>	30	packs		
83	<i>TAPE, MASKING, 2" Big roll</i>	3	roll		
84	<i>TAPE, MASKING, 1" Big roll</i>	3	roll		

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85	TAPE, TRANSPARENT, 1" Big roll	3	roll		
86	TAPE, TRANSPARENT, 1/2" Big roll	3	roll		
87	GENUINE PRINTER INK, Black (Brother MFC-T810W)	10	bottle		
88	GENUINE PRINTER INK, Cyan (Brother MFC-T810W)	6	bottle		
89	GENUINE PRINTER INK, Magenta (Brother MFC-T810W)	6	bottle		
90	GENUINE PRINTER INK, Yellow (Brother MFC-T810W)	6	bottle		
91	Alcohol Isopropyl 70%	1	gallon		
92	Alcohol Isopropyl 70% 500ml	9	bottle		
93	Tape, transparent (25mmx19mm)	2	piece		
94	Flourescent highlighter	4	set		

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