



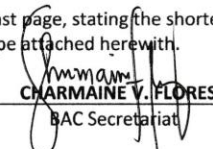
Republic of the Philippines
MURCIA WATER DISTRICT
 Municipality of Murcia
 Province of Negros Occidental
 Email add: murciawaterdistrict@gmail.com
 Tel/Fax No. (034) 458-8844

REQUEST FOR QUOTATION

P.R. No.: ADM-2024-08-077
ABC: 70,874.60

Name of Supplier: _____
Address: _____

Please quote your bid price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative in the returned envelope attached herewith.


CHARMAINE V. FLORES
 BAC Secretariat

Note: 1) All entries must be legible.
 2) Service / Delivery Period within the number of days agreed upon between the supplier and the Procuring Entity.
 3) Warranty shall be for a period of _____ from date of acceptance by the procuring entity.
 4) Price validity shall be a period of at least _____ calendar days.
 5) PhilGEPS Registration Certificate shall be attached upon submission of the Quotation, if applicable.
 6) Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7) Mode of Delivery: [] Pick-up (Schedule) [/] Freight on Board (FOB)
 8) Place of Delivery: **MURCIA WATER DISTRICT OFFICE**
 9) Delivery Period: **within 3 days after receipt of P.O**
 10) Terms of Payment: **within 15 days after delivery**
 11) All items are subject to 6% VAT.

Item No.	Unit	Item and Description	Quantity	Unit Price	Total Amount
1	pieces	ENVELOPE, Documentary, legal	50		
2	pieces	ENVELOPE, Documentary, A4	50		
3	set	HAND SOAP, Liquid, 500mL	20		
4	bags	DETERGENT POWDER, all purpose, 1kg	15		
5	ream	PAPER, Multipurpose, Legal	10		
6	ream	PAPER, Multipurpose, Letter	10		
7	ream	PAPER, Multipurpose, A4	60		
8	ream	PAPER, Multipurpose, A3	2		
9	pieces	CORRECTION TAPE, 8 meters	30		
10	piece	GLUE, all-purpose, 130 grams	5		
11	box	CLIP, backfold, 1/2	20		
12	box	CLIP, backfold, 1	20		
13	box	CLIP, backfold, 1 1/4	20		
14	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	200		
15	box	PAPER CLIP, vinyl/plastic coated, 33mm	10		
16	piece	TAPE, Transparent, 24mm (1")	15		
17	piece	TAPE, Transparent, 48mm (2")	10		
18	roll	TAPE, Masking, 24mm (1")	10		
19	roll	TAPE, Masking, 48mm (2")	10		
20	pieces	PAPER TRAY, 3 LAYERS	3		
21	pieces	MARKER, Permanent, Black	20		
22	piece	MARKER, White Board, Black	10		
23	pieces	MARKER, Flourescent	15		

Item No.	Unit	Item and Description	Quantity	Unit Price	Total Amount
24	pieces	STAPLER, standard type	5		
25	piece	PUNCHER, paper, heavy duty	5		
26	piece	CALCULATOR, Compact	5		
27		MOUSE, OPTICAL, USB connection type	3		
28	piece	DATA FILE BOX	5		
29	piece	DATA FILE FOLDER, Legal	5		
30	piece	SIGN PEN, Black, liquid or gel	24		
31	piece	SIGN PEN, Blue, liquid or gel	24		
32	piece	SCISSORS, symmetrical or asymmetrical, 180mm - 200	5		
33	bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	20		
34	piece	DISHWASHING PASTE, 300g	20		
35	can	DISINFECTANT SPRAY, Aerosol type, 400g	10		
36	piece	BATHROOM DEODORIZER REFILL	70		
37	pieces	BALLPOINT PEN, Fine point, Black .05mm	50		
38	pieces	ALCOHOL, Ethyl, 500 mL	20		
39	piece	CUTTER/UTILITY KNIFE, for general purpose	5		
40	pieces	RECORD BOOK, 500 PAGES	10		
41	piece	PADLOCK, 40MM	10		
42	piece	MURIATIC ACID, 500mL	6		
43	piece	Detergent Bar, 140g as packed	10		
44	pack	RAGS, all cotton	6		
45	bottle	FURNITURE CLEANER, Aerosol type, 330ml	2		
46	pack	PAPER, Sticker, Matte, A4	5		
47	piece	PENCIL, lead/graphite, with eraser, one (1) dozen	1		
48	piece	RULER, Plastic, 12"	5		
49	piece	Glass Cleaner, 500 ml, Spray	10		
50	piece	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20		
51	pack	INDEX MEMO, 1.24 X 4.5 CM, 125 SHEETS	10		

Grand Total

Amount in Words: _____

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

Printed Name / Signature

Tel. No. / Fax No.

TIN No.

Date

Canvasser / Procurement Unit:  Lady Lee M. Alintana