



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-2025-03-032
ABC: 87,825.33

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) [x] Door to Door Delivery
8) Place of Delivery: **MURCIA WATER DISTRICT OFFICE**
9) Delivery Period: **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	BALLPOINT PEN, Fine point, Black, .07mm	60		
2	piece	BATHROOM DEODORIZER REFILL	50		
3	piece	BROOM, Soft (Walis Tambo)	4		
4	box	CLIP, backfold, 15mm	10		
5	box	CLIP, backfold, 32 mm	10		
6	piece	CLIP, backfold, 50mm	10		
7	box	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,	5		
8	pieces	CORRECTION TAPE, 8 meters	20		
9	piece	CUTTER/UTILITY KNIFE, for general purpose	5		
10	piece	DATA FILE BOX	15		
11	piece	DATA FILE FOLDER, Legal	15		
12	bags	DETERGENT POWDER, all purpose, 1kg	10		
13	can	DISINFECTANT SPRAY, Aerosol type, 400g	5		
14	piece	FOLDER, Brown, A4	100		
15	piece	FOLDER, Brown, Legal	50		
16	piece	Expanded Envelope, Legal	30		
17	pieces	FOLDER with tab, White, A4	100		
18	pieces	FOLDER with tab, White, Legal	100		
19	pieces	FOLDER, Morocco, Legal (Blue)	50		
20	bottle	FURNITURE CLEANER, Aerosol type, 330ml	5		
21	set	HAND SOAP, Liquid, 500mL	10		
22	bottle	INK BOTTLE, CANON INK PIXMA, GI-790Bk, Black	3		
23	bottle	INK BOTTLE, CANON INK PIXMA, GI-790C, Cyan	6		

Item No.	Unit	Item and Description	Quantity	Unit Price	Total Amount
24	bottle	INK BOTTLE, CANON INK PIXMA, GI-790M, Magenta	6		
25	bottle	INK BOTTLE, CANON INK PIXMA, GI-790Y, Yellow	6		
26	bottle	INK BOTTLE, EPSON, 003, Cyan	4		
27	bottle	INK BOTTLE, EPSON, 003, Magenta	4		
28	bottle	INK BOTTLE, EPSON, 003, Yellow	6		
29	piece	INK BOTTLE, EPSON, 664, Cyan	10		
30	piece	INK BOTTLE, EPSON, 664, Magenta	10		
31	piece	INK BOTTLE, EPSON, 664, Yellow	10		
32	piece	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	10		
33	box	PAPER CLIP, vinyl/plastic coated, 32mm	20		
34	box	PAPER CLIP, vinyl/plastic coated, 33mm	10		
35	box	PAPER CLIP, vinyl/plastic coated, 48mm	10		
36	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	10		
37	ream	PAPER, Multipurpose, A4 70 gsm	100		
38	ream	PAPER, Multipurpose, Legal 70 gsm	10		
39	ream	PAPER, Multipurpose, Letter 70 gsm	10		
40	pack	PAPER, Sticker, Matte, A4	10		
41	box	PENCIL, lead/graphite, with eraser, one (1) dozen	1		
42	pack	PHOTO PAPER	2		
43	ream	PLASTIC ICE BAG (3x16)	5		
44	box	PUSH PINS	10		
45	box	RUBBER BAND No. 18, 350g	1		
46	piece	RULER, Plastic, 12"	10		
47	piece	SCISSORS, symmetrical or asymmetrical, 180mm - 200	5		
48	box	SIGN PEN, Black, liquid or gel	1		
49	box	STAPLE WIRE, 6mm, no. 35	10		
50	pieces	STAPLER, standard type	3		
51	piece	TAPE DISPENSER, table top, 24mm	2		
52	piece	TAPE, Transparent, 48mm (2")	20		
53	pack	TRASHBAG BLACK, small	10		
54	ream	Laminating film, 125 Microns, A3	1		
55	pack	Velum Board, A4	10		
56	pack	INDEX TAB, self-adhesive, transparent	10		
57	piece	CALCULATOR, Compact	2		

Grand Total

Amount in Words: _____

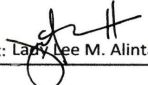
After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Printed Name / Signature

Tel. No. / Fax No.

TIN No.

Date

Canvasser / Procurement Unit:  Lady Lee M. Alintana