

Name of the Procuring Entity:

MUNICIPAL GOVERNMENT OF SANTA FE, ROMBLON

Standard Form Number: SF-GOOD-60

Project Reference Number:

Revised on: May 24, 2004

Name of the Project:

Purchase of Office Supplies for Municipal Budget Office

Standard Form Title: **Request for Quotation**

Location of the Project:

Santa Fe, Romblon

REQUEST FOR QUOTATION

Date: **SEP 27 2024**

Quotation No. **2024-102**

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **SEP 30 2024** at the Office of the Bids and Awards Committee, Municipal Hall-Poblacion, Santa Fe, Romblon. The

Approved Budget for the Contract (ABC) is Sixty-Two Thousand Four Hundred Seventy- Eight Pesos (P62,478.00)

REYNALD T. SOLANOY

Municipal Assessor/BAC Chairperson
(BAC Chairman)

| ITEM NO. | UNIT OF ISSUE | ITEM & DESCRIPTION | QTY. | UNIT PRICE | TOTAL PRICE |
|----------|---------------|--|------|------------|-------------|
| 1 | bottle | Brother Ink BT5000C | 8 | | |
| 2 | bottle | Brother Ink BT5000M | 8 | | |
| 3 | bottle | Brother Ink BT5000Y | 8 | | |
| 4 | bottle | Brother Ink BT608BK | 8 | | |
| 5 | cart | Internet Security For 3PC | 1 | | |
| 6 | bottle | Alcohol, 500ml, 70% solution | 15 | | |
| 7 | ream | PAPER, Multi-purpose, 70gsm, legal | 50 | | |
| 8 | ream | PAPER, Multi-purpose, 70 gsm, A4 | 30 | | |
| 9 | bottle | Air Freshener, aerosol Type, spray, 320ml | 10 | | |
| 10 | dozen | Fabric Conditioner Sunrise Fresh(33ml) | 5 | | |
| 11 | bundle | Ring binder, 32mm(10pcs per bundle) | 2 | | |
| 12 | roll | Tape, transparent, 24mm | 20 | | |
| 13 | box | Pencil No. 2 Medium, yellow 12pc/box with eraser | 1 | | |
| 14 | roll | Trashbag, small 45x50cm, 250pcs/ roll | 5 | | |
| 15 | pack | Toilet Tissue Paper, 2ply, 100% recycled (10 rolls per pack) | 15 | | |
| 16 | bottle | Toilet bowl cleaner (1000ml) | 5 | | |
| 17 | pc. | Pressboard Folder White, Expandable Folder Legal | 30 | | |
| 18 | pc. | White Long Folder | 40 | | |
| 19 | pc. | Expandable Plastic Long Envelope with Handle | 10 | | |
| 20 | pack | Specialty Board paper pink legal size(10 sheet per pack) | 10 | | |
| 21 | pc. | Three layers Metal Desk file Organizer Document paper tray | 1 | | |
| 22 | pc. | Correction Tape | 15 | | |
| 23 | pad | DTR, Civil Service Form No. 48 | 3 | | |
| 24 | book | Record Book (500 leaves) | 2 | | |
| 25 | pack | High quality of Universal Battery 1.5V AA (4pcs per pack) | 1 | | |
| 26 | box | Super Fine Ballpen #1431, 0.5mm, Black, 24's | 1 | | |
| 27 | pc. | White Transparent Nano Spray Bottle, 300ml | 2 | | |
| 28 | pc. | Stapler no. 35 with remover | 1 | | |
| 29 | box | Plastic Paper fastener, 7cm, 50pcs/ box, assorted colors | 1 | | |
| 30 | box | Paper clips, vinyl plastic coated, 33mm | 1 | | |
| 31 | box | Paper clips, vinyl plastic coated, 50mm (big) | 1 | | |
| 32 | pc. | Doormat, Cloth | 3 | | |
| 33 | pc. | Floor Mop with spinner and Bucket Tornado | 1 | | |
| 34 | pc. | Wireless Mouse M650 | 3 | | |
| 35 | pack | Battery Dry Cell, AAA(4pcs per pack) | 10 | | |
| 36 | pack | Battery Dry Cell, AA(4pcs per pack) | 10 | | |

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

Printed Name / Signature

Address

Date