

Name of the Procuring Entity:

**MUNICIPAL GOVERNMENT OF SANTA FE, ROMBLON**

Standard Form Numb SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Project Reference Number:

Name of the Project: **Procurement of Office Supplies (BAC)**

Location of the Project: **Santa Fe, Romblon**

## REQUEST FOR QUOTATION

RFQ No. 2024- 0120

Date: **OCT 31 2024**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 **NOV 04 2024** at the Office of the Bids and Awards Committee, Municipal Hall - Poblacion, Santa Fe, Romblon. The Approved Budget for the Contract (ABC) is **EIGHTY ONE THOUSAND ONE HUNDRED SEVENTY FIVE PESOS ONLY (P81,175.00)**.

  
**REYNALD T. SOLANO**  
BAC Chairperson

ITEM NO.	UNIT OF ISSUE	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	reams	Bond Paper, A4, subs. 20, 70gsm	210		
2	boxes	Clip, Blackfold, 2"	6		
3	pcs	Correction Tape, 5mmx12m	12		
4	pcs	Eraser, Staedtler, combination of white & blue	3		
5	packs	Film Marker, 7 neon colors in pack, semi transparent & strong	6		
6	pcs	Folder pressboard, white	36		
7	sets	Ink for Canon Printer, No. 790 (Black, Cyan, Magenta & Yellow), 135ml Black and 70ml CMY, (4 bottles/set)	2		
8	bottles	Ink Epson Printer, No. 003(Black), 70ml	4		
9	boxes	Plastic Comb Binding Ring, 16mm, A4 (black or blue), PVC Plastic, 21 holes 100pcs/box)	3		

ITEM NO.	UNIT OF ISSUE	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
10	packs	Plastic Comb Binding Ring, 1" (25mm), A4 (black or blue), PVC plastic (10pcs/pack)	20		
11	packs	Plastic Comb Binding Ring, 1.5" (38mm), A4 (black or blue), PVC plastic (10pcs/pack)	10		
12	packs	Plastic Comb Binding Ring, 2" (51mm), A4 (black or blue), PVC plastic (10pcs/pack)	10		
13	packs	Rubber Finger Thimbles, (5pcs per set per color- 1 set red, 1 set green & 2 sets blue)	4		
14	packs	Specialty Board Paper, 220gsm, A4, pale cream	30		
15	packs	Toilet Tissue Paper, 2 ply, 100% virgin pulp, 12rolls/pack	12		
16	cart	Toner Cartridge for INEO 165e Copier	1		
17	cart	Toner Cartridge for Gestetner M2701 Copier (MP 2014), Genuine	1		

Total Amount in Figures:

P \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date