



Republic of the Philippines
SUGAR REGULATORY ADMINISTRATION
Araneta St., Singang, Bacolod City 6100 Philippines

March 04, 2025

Date

REQUEST FOR QUOTATION

Please quote your **LOWEST NET PRICE** to the Government on the items listed below, giving full and detailed description of your offers, stating the shortest time of delivery and submit your quotation in a sealed envelope, addressed to the Sugar Regulatory Administration.

Deadline of Submission: **Not later than** 24 MAR 2025

Note: Return this form duly accomplished in a sealed envelope.

For canvassing only.

Very truly yours,

Evelyn D. Portallo
EVELYN D. PORTALLO

RBAC Secretariat Head- Alternate

PR No. 2025-02-0100		DESCRIPTION	Offer
For: ATTY. JOHANA S. JADOC c/o Records Section			
End-user			
1	2 boxes	Ballpen, 0.5, black, 12s/box	
2	3 boxes	Sign Pen, Gel Ink, 0.5, black, 12s/box	
3	3 boxes	Sign Pen, Gel Ink, 0.5, blue, 12s/box	
4	3 boxes	Fastener, small, plastic	
5	2 pieces	Tape Dispenser, Table top	
6	100 reams	Bond Paper, A4, substance 24	
7	40 reams	Bond Paper, Legal, substance 24	
8	40 reams	Bond Paper, Letter, substance 24	
9	250 pieces	Folder, Expanded with Metal Tabs, Legal, Red	
10	4 pieces	Stapler, with staple wire remover	
11	300 pieces	Storage Box, Carton, Corrugated Box, XL	
12	5 boxes	Staple Wire, #35	
13	10 pieces	Stamp pad ink, violet, 60 ml, water based ink, good quality	
14	48 pieces	Data File Folder (with Taglia lock), Red	
ABC: Php 99,900.00			
Performance Period:			
Payment Term:			
Charge to: 25-06561-06			

Please indicate:

In case of purchase of goods:TIN _____ Place of Delivery _____ Date of Delivery _____

Delivery Term _____ Payment Term _____

In case of Labor:TIN _____ Completion Period _____ Warranty Period _____

SUGAR REGULATORY ADMINISTRATION

This is to certify that the price/s quoted above is the lowest we can offer,taxes included and that no monetary consideration, gift or in hand whatever is involved in case part or whole items quoted will be awarded to us. The prices quoted is good until _____ and can be delivered within _____ working calendar days from receipt of the Purchase Order.

Canvassed by:

Date

(Owner/Authorized Rep.)

Telephone No.

Date

Series: _____