



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

March 27, 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** 14 APR 2025

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

Very truly yours,

**EVELYN D. PORTALLO**

RBAC Secretariat Head- Alternate

PR No. 2025-03-0417		DESCRIPTION	Offer
For: <b>FELICIDAD B. LOPEZ</b>			
End-user			
1	3 unit	Calculator, Solar & Battery, 12 digit , Large display , Function command signs, 3-digit comma markers	
2	5 box	Clip, Backfold, 2 INCHES, 12 PCS PER BOX	
3	20 piece	Correction Tape, Length: 10 meters(min), 1 piece in individual plastic	
4	50 piece	Brown Envelope, (BROWN) for Legal size document	
5	50 piece	Brown Envelope, (BROWN) for letter size document	
6	500 piece	Folder Long, 14pts-(white)	
7	50 piece	Pressboard Expandable Folder, LONG- EXPANDED (Pressboard), Color: Green	
8	24 piece	Multi-Purpose Glue, 130 GRAMS	
9	8 piece	Marker Pen, PERMANENT, BULLET TYPE	
10	20 pad	Note Pad, Type : stick-on, Size: (3"x3")	
11	50 ream	Letter Bond Paper, Size : 8 1/2 "x11 " , 70gsm	
12	60 ream	Legal Bond Paper, Size: 8 1/2"x13", 70gsm	
13	30 ream	Bond Paper, Size: A4, 70 gsm	
14	1 box	Pencil, Lead, w/eraser, 12 pcs per box	
15	5 book	Record Book, 300 pages	
16	5 book	Record Book, 500 pages	
17	5 box	Rubber Band, 70MM min, Lay Fat Lenght (#18)	
18	4 piece	Ruler, Size: 12", Steel	
19	4 pair	Scissors, Medium size	
20	50 piece	Sign Pen, Point: 0.5mm, Color: Black	
21	50 piece	Sign Pen, Point: 0.5mm, Color: Blue	
22	8 piece	Staple Wire Remover, Plier type	
23	10 box	Staple Wire Quality: Heavy duty, Size:#35	
24	4 piece	Stapler, Quality: Heavy duty, Size:# 35	
25	18 piece	Masking Tape, Width:24mm, Length : 50 meters	
26	18 piece	Tape, transparent, Width:24mm, Length : 50 meters	

ABC: *Php* 79,399.76

Performance Period:

Payment Term:

Charge to: 25-06572-02

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 ADAMIISTRATION

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: \_\_\_\_\_