



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

March 14, 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**

04 APR 2025

Very truly yours,

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

For canvassing only.

EVELYN D. PORTALLO

Administrative Officer III/RBAC Secretariat

PR No.: 2025-03-0502			DESCRIPTION	Offer
No.	Unit	Qty.		
			<u>Research Development and Extension</u> <u>ESD</u>	
	box	3	Ballpen, black/blue (50 pcs/box)	
	ream	25	Bondpaper, long, s.20	
	ream	25	Bondpaper, short, s.20	
	ream	25	Bondpaper, A4, s.20	
	pieces	150	Correction tape (30m)	
	pieces	5	Date stamp received	
	pieces	150	Expanding Folder	
	pieces	150	Folder-long	
	pieces	150	Folder-short	
	box	20	Gel Ink Pen (black-0.5mm)	
	bot	10	Glue (130 gms)	
	pieces	50	Record book (300 pages)	
	piece	1	Stapler (heavy duty-100 sheet capacity)	
ABC: Php: 50,000.00				
Performance Period				
Payment Term:				
Charge to 25-25-10000-51				

Please indicate: 4

In case of purcha ,

Delivery Term _____ Place of Delivery _____ Date of Delivery _____

In case of labor:TIN _____

Completion Period _____ Payment Term _____ 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

SRA - Visayas / Prop. & Procurement File / 2019

Series: _____