



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

February 17, 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 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. 2025-02-0030		DESCRIPTION		Offer
For: <u>Licensing and Monitoring Division</u>				
End-user				
1	100	pcs	Sign Pen, black, gel, 0.70	_____
2	50	pcs	Sign Pen, red, gel, 0.70	_____
3	50	pcs	Sign Pen, blue, gel, 0.70	_____
4	40	ream	Bond paper, 80gsm, (Legal size)	_____
5	40	ream	Bond paper, 80gsm, (Letter size)	_____
6	60	ream	Bond paper, 80gsm, (A4 size)	_____
7	20	pcs	CORRECTION TAPE, film base type UL 6 meters (min), 1 piece in individual plastic	_____
8	100	pcs	Brown Envelope, Long	_____
9	100	pcs	Brown Envelope, Short	_____
10	2	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	_____
11	2	pcs	ERASER, felt, for blackboard/whiteboard	_____
12	2	box	FASTENER, for paper, coated metal, 70mm between prongs, 50 sets per box	_____
13	10	pack	FOLDER, Tagboard, A4, 100 pieces per pack	_____
14	10	pcs	MARKER, fluorescent, 3 colors per set	_____
15	5	pcs	MARKER, whiteboard, felt tip, bullet type, black	_____
16	5	pcs	MARKER, whiteboard, felt tip, bullet type, blue	_____
PAGE 1 OF 3				
ABC: Php 773,125.00				
Performance Period:				
Payment Term:				
Charge to: 25-08570-01				

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: \_\_\_\_\_



February 27, 2025

**Date**

## REQUEST FOR QUOTATION

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**EVELYN D. PORTALLO**

RBAC Secretariat Head- Alternate

PR No. 2025-02-0030		DESCRIPTION		Offer
For: Licensing and Monitoring Division				
End-user				
17	5	pcs	MARKER, whiteboard, felt tip, bullet type, red	
18	3	pcs	MARKER, permanent, bullet type, black	
19	3	pcs	MARKER, permanent, bullet type, blue	
20	3	pcs	MARKER, permanent, bullet type, red	
21	10	pcs	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad 50mm x 76mm	
22	10	pcs	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad 76mm x 76mm	
23	10	box	PAPER CLIP, vinyl/plastic coat, 32mm, 100 pieces per box	
24	10	box	PAPER CLIP, vinyl/plastic coat, 48mm, 100 pieces per box	
25	5	box	RUBBER BAND, 70mm min lay flat length (#18)	
26	10	bot	STAMP PAD INK, green, 50mL	
27	10	bot	STAMP PAD INK, red, 50mL	
28	10	pcs	STAMP PAD, blank, no color, felt pad, min 60mm x 100mm	
29	10	box	STAPLE WIRE, for Heavy duty staplers, 23/13	

ABC: Php

Performance Period:

Payment Term:

Charge to: 25-08570-01

173,125.00

PAGE 2 OF 3

PAGE 2 OF 3

ABC: Php

73,125.00

Performance Period:

Payment Term:

Charge to: **25-08570-01**

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Delivery Term \_\_\_\_\_ Payment Term \_\_\_\_\_

In case of Labor: TIN \_\_\_\_\_ Completion Period \_\_\_\_\_ Warranty Period \_\_\_\_\_

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PR No. 2025-02-0030	DESCRIPTION	Offer
For: Licensing and Monitoring Division		
End-user		
30	10 pcs TAPE, double sided, 24mm, 10 meters length	
31	25 pcs TAPE, transparent, 24mm, 50 meters	
32	30 pcs TAPE, packaging, 48mm	
33	80 pack TOILET TISSUE, 3ply sheets 150 pulls 12 rolls per pack	
PAGE 3 OF 3		
ABC: Php <u>73,125.00</u>		
Performance Period:		
Payment Term:		
Charge to: <b>25-08570-01</b>		

Please indicate:

In case of purchase of goods: TIN \_\_\_\_\_ Place of Delivery \_\_\_\_\_ Date of Delivery \_\_\_\_\_

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