



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

May 02, 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** 16 MAY 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. 2025-04-0603		DESCRIPTION	Offer
For: <u>ATTY. JOHANA S. JADOC</u>			
End-user			
1	20 reams	Bond Paper, 8.5"x11", 70 gsm	
2	20 reams	Bond Paper, 8.5"x13", 70 gsm	
3	20 reams	Bond Paper, A4, 70 gsm	
4	2 packs	Parchment Paper for Certificates, A4, 80 gsm, 100 pcs.	
5	2 reams	Bond Paper, A4, 100 gsm	
6	2 reams	Bond Paper, Long, 100 gsm	
7	2 packs	Photopaper, A4, Matte, 50 sheets	
8	10 packs	Sticker Paper, A3, Matte, 20 sheets	
9	30 pcs	Certificate Jacket with hard cover, A4	
10	10 pcs	Record Book, 300 pages	
11	100 pcs	Ballpen, Black	
12	100 pcs	Ballpen, Blue	
13	30 pcs	Sign Pen, 1.0, Black	
14	30 pcs	Sign Pen, 1.0, Blue	
15	4 pcs	Battery, 2A, 4's	
16	4 pcs	Battery, 3A, 4's	
17	1 pcs	White Board and Cork Board Combination, 45x60 cm	
18	1 packs	PVC Book Binding Cover, Legal, Clear, 100's	
19	1 packs	Plastic Security Tie, 100's	
20	5 pcs	Specialty Paper, Matte, Short, 10's	
21	5 pcs	Specialty Paper, Matte, A4, 10's	
22	4 pcs	Ergonomic Calculator, 12-digits	
23	2 packs	Plastic Ring Binder, 23 holes, 50's, Assorted	
24	3 pcs	Packaging Tape Dispenser without handle, 2 in.	
25	30 pcs	Highlighter, pastel colors	
26	8 pcs	Cloth Binding Tape, 10M, Waterproof	
27	30 pcs	File Folder, White, Long	
28	30 pcs	File Folder, White, Short	
29	30 pcs	Pressboard Folder, Expandable, Long, Green	
30	10 pcs	Document File Organizer	

31	30 pcs	Plastic Folder, Long, Assorted Colors
32	10 pcs	Clear Book, Refillable, Long, 20 Pockets
33	10 pcs	Clear Book Refill, 10 sheets, Long
34	30 pcs	Brown Envelope, Long
35	30 pcs	Brown Envelope, Short
36	30 pcs	Brown Envelope, Expandable with garter, Long
37	30 pcs	Plastic Envelope, Expandable, Long
38	20 packs	Letter Envelope, White, Legal, 10 pcs
39	3 pcs	Stapler for Wire No. 35
40	1 pcs	Electric Glue Gun with Switch, 220V
41	2 packs	Glue Gun Stick, Small, 50's
42	10 pcs	Document Box with Cover, 12Wx15.5Lx10H
43	10 boxes	Push Pins, 50's
44	10 rolls	Transparent Tape, 50 meters length, 1 inch
45	10 rolls	Transparent Tape, 50 meters length, 2-inches
46	10 rolls	Masking Tape, 50 meters length, 2-inches
47	10 rolls	Packing Tape, Tan, 100mmx50mm
48	5 rolls	Duct Tape, Heavy Duty, Waterproof, 25m length, 2"
49	10 rolls	Double Sided Adhesive Tape, 1-inch
50	30 pcs	Correction Tape, 6 meters min
51	10 pcs	Note Pad, Stick-on, 3"x2"
52	10 pcs	Note Pad, Stick-on, 3"x3"
53	10 pcs	Note Pad, Stick-on, 3"x5"
54	10 pcs	Self Adhesive Sticky Notes-Label Tag Index, 20x5s
55	5 boxes	Paper Clip, Plastic Coated, Big, 80pcs/box
56	5 boxes	Paper Clip, Plastic Coated, Small, 80pcs/box
57	5 boxes	Binder Clip, 19mm
58	5 boxes	Binder Clip, 32mm
59	5 boxes	Binder Clip, 41mm
60	5 boxes	Binder Clip, 55mm
61	3 boxes	Plastic Paper Fastener, 50pcs/box
62	15 pcs	Plastic Envelope with Double Button, Long, Assorted
63	5 pcs	USB Flash Drive, 32GB
64	3 bottles	Stamp Pad Ink Refill, Violet, 30mL
65	5 pcs	Laminating Film, A4, 20's
66	2 pcs	Tape Dispenser, 1-inch
67	5 pcs	Universal Socket Adapter, 10A, 220-250V
68	2 pcs	Scissors, Big
69	12 pcs	Pen Holder, Square, Geometric Design
70	3 rolls	Cartolina, White, 10 sheets per roll
71	3 rolls	Cartolina, Assorted Colors, 10 sheets per roll
72	3 packs	Manila Paper, 10 sheets per pack
73	4 bottles	Glue, all-purpose, 200 grams
74	2 pcs	Clipboard Folder, Expandable with Hardcover, Long
75	5 pcs	Document Plastic Envelope, Expandable w/ 10-15 pockets

ABC: Php

66,840.00

Performance Period:

Payment Term:

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Charge to: 25-06550-01

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: _____