



DIGOS WATER DISTRICT

REQUEST FOR QUOTATION

SUPPLIER: _____

Ref.# 2023-01-34

ADDRESS: _____

Date

Please quote your lowest price on the item/s listed subject to the General Conditions as stated below, stating the shortest time of delivery and submit quotation in a sealed envelope not later than January 30, 2023. ABC 35,750.00

RECEIVED
JAN 18 2023
AMELIA U. VELARDE
Admin Division Manager

Thank you.

ITEM NO.	UNIT	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	box/es	Ballpen, black, press type	10		
2	pc/s.	Ballpen, black, with cord and holder	20		
3	pack/s	Battery, extra heavy duty dry cell, size AA, 1.5V (4pcs./blister pack)	12		
4	pack/s	Battery, extra heavy duty dry cell, size C or R14, 1.5V (2pcs./pack)	12		
5	ream/s	Bond Paper, short (white) subs. 16, Class A	20		
6	ream/s	Book Paper, long (white) sub. 24, class A	15		
7	box/es	Clip, Backfold, all metal, clamping 25mm (1"), 12pcs./box	6		
8	box/es	Clip, Backfold, all metal, clamping 50mm (2"), 12pcs./box	3		
9	box/es	Continuous Form, 1 ply (short), 280mm x 241mm, 70gsm, 2,000	12		
10	set/s	File tab Divider, bristol board, legal	10		
11	pc/s.	Folder, Pressboard, Expandable, blue, long	10		
12	pc/s.	Folder, Pressboard, Expandable, blue, short	10		
13	bottle/s	Glue, Padding	1		
14	ream/s	Groundwood, long, sub. 18 (mimeo paper)	15		
15	ream/s	Groundwood, short, sub. 18 (mimeo paper)	15		

NOTE: SUBJECT TO 5% FINAL TAX ON VAT AND 1% EXPANDED TAX

DELIVER TO: Digos Water District, Rizal Ave., Digos City

After having carefully read and accepted your General Conditions, I/We faithfully quoted for the following Item/s stated above.

Printed Name & Signature/Representative

Tel. no/Cell no. or E-mail Address

GENERAL CONDITIONS

- All entries must be typewritten or written legibly.
- Delivery period within _____ calendar days upon receipt of purchase order.
- Warranty shall be for a period of six (6) months for the supplies and materials and one (1) year for equipment, which will take effect on the date of acceptance by the procuring entity.
- Price validity shall be for a period of thirty (30) calendar days except for high perishable goods, other items warranted under the circumstances.
- Bidders may submit original brochures showing certifications of the product being offered (equipment only).
- Quotation can be sent thru email, fax or personal delivery.

PAGE 1 OF 2

Rizal Avenue, Zone 2, Digos City 8002 Davao del Sur, Philippines	NV Reg. TIN 000-570-921-0000	Telefax no: +63 (082) 553-8742 E-mail add: dwdprocurement@gmail.com
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DIGOS WATER DISTRICT

REQUEST FOR QUOTATION

SUPPLIER: _____ Ref.# 2023-01-34
ADDRESS: _____

RECEIVED stamp with date JAN 18 2023

Please quote your lowest price on the item/s listed subject to the General Conditions as stated below, starting the shortest time of delivery and submit quotation in a sealed envelope not later than January 30, 2023. (ABC 27,000.00)

Thank you.

AMELIA V. VELARDE Admin. Division Manager

Table with 6 columns: ITEM NO., UNIT, DESCRIPTION, QUANTITY, UNIT PRICE, TOTAL PRICE. Contains 5 rows of ink and toner items.

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Contact information box containing address (Rizal Avenue, Zone 2, Digos City), NV Reg. TIN, Telefax no, and E-mail add.