

**DIGOS WATER DISTRICT****REQUEST FOR QUOTATION**

SUPPLIER : _____
 ADDRESS : _____

REF. # : 2023-03-0032
 DATE : 03/21/2023

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 April 4, 2023 (ABC 50,675.00)

Thank you.

RECEIVED
 APHRODITE M. ADRALES 2023
 OIC - Admin Division Manager
 BY: _____

Item No.	Unit	Description	Quantity	Unit Price	Total Price
1	ream/s	Book Paper, long (white) subs. 20 Class-A	20		
2	pc/s.	Correction Tape, film based type, UL 6m min.	25		
3	pc/s.	Marker, Permanent , bullet type, black, refillable	5		
4	box/es	Paper Clip, vinyl/plastic coated, length 50mm	5		
5	pc/s.	Puncher, 20 sheets of 70 gsm multi-purpose paper with 2 hole guide, 7mm	1		
6	pc/s.	Tape, Double sided, 25mm (1")	5		
7	pc/s.	Glue lipstick, 0.77oz	5		
8	pack/s	Glue Stick, 7mm x 19mm	5		
9	pc/s.	Tape, Masking Tape 1" (25mm)	10		
10	pc/s.	Tape, Magic/ Invisible, no. 810	3		
11	bottle/s	Ink refill for whiteboard marker	3		
12	bottle/s	Ink Refill for permanent marker	5		
13	pc/s.	Envelope, Expanded, color brown (long/legal size 8.5 x 13)	15		
14	pc/s.	Envelope, Expanded, color brown (short size 8.5 x 11)	10		
15	pc/s.	Envelope, Expanded, color orange (long/legal size 8.5 x 13)	15		
16	pc/s.	Envelope, Expanded, color orange (short size 8.5 x 11)	10		
17	pad/s	Sticky note pad, "arrow/sign here" pad, 50 sheets per pad	5		
18	roll/s	Duct tape,, 48mm x 50m, 0.18mm, thickness, 4.3 (Steel) N/cm adhesion strength	3		
19	pc/s.	Scissors, stainless steel, heavy duty	5		
20	pack/s	PVC Binding Cover, 300 microns faceshield, Acetate LCT; short sized, 10 pcs/ pack	6		
21	pack/s	PVC Binding Cover, 300 microns faceshield, Acetate LCT; Long sized, 10 pcs/ pack	6		
22	pack/s	PVC Binding Cover, 300 microns faceshield, Acetate LCT; A4 sized, 10 pcs/ pack	6		
23	pc/s.	Computer Mouse Pad	3		



Rizal Avenue, Zone 2, Digos City
 8002 Davao del Sur, Philippines

NV Reg. TIN: 000-570-921-0000

Telefax no: +63 (082) 553-8742

Email-add: dwdprocurement@gmail.com

Item No.	Unit	Description	Quantity	Unit Price	Total Price
24	pc/s.	Battery AAA-Alkaline 1.5V, Super Heavy Duty	15		
		*** Nothing Follows ***			

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

Printed Name & Signature/Representative

Canvassed by:

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

IAN MARK PURUGGANAN

GENERAL CONDITIONS

1. All entries must be typewritten or written legibly.
2. Delivery period within _____ calendar days upon receipt of purchase order.
3. 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.
4. Price validity shall be for a period of thirty (30) calendar days except for high perishable goods, other items warranted under the circumstances.
5. Offered price/s should be inclusive of applicable taxes.
6. Bidders may submit original brochures showing certifications of the product being offered (equipment only).
7. Quotation can be sent thru email, fax or personal delivery.