

**SAN JOSE DEL MONTE CITY WATER DISTRICT***City of San Jose Del Monte, Bulacan***REQUEST FOR QUOTATION****SUPPLIER:** \_\_\_\_\_**ADDRESS:** \_\_\_\_\_**TELEPHONE NUMBER:** \_\_\_\_\_**PR NO.** PR-ADM-24-158

Please submit quotation for the following items on or before

**October 7, 2024**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT COST
1	Bond paper - <b>A3 (80gsm)</b>	2 reams	
2	Bond paper - <b>F4 (70gsm)</b>	10 reams	
3	Bond paper - <b>A4 (70gsm)</b>	40 reams	
4	Expandable Plastic envelop - <b>long</b>	10 pcs.	
5	Ordinary folder - <b>long(white)</b>	50 pcs.	
6	Expandable folder - <b>long (green)</b>	100 pcs.	
7	Brown Envelop - <b>Short</b>	50 pcs.	
8	Self adhesive <b>short</b> envelope ( <b>white</b> )	5 pcks.	
9	Self adhesive <b>long</b> envelope ( <b>white</b> )	5 pcks.	
10	Sticker Paper - <b>matte (8x11)</b>	1 pck	
11	Sticky note <b>3x3 (assorted color)</b>	10 pcks.	
12	Sticky note <b>2x3 (assorted color)</b>	10 pcks.	
13	Sticky notes (flags)	10 pcks.	
14	Double sided tape - <b>Thin (12mmx10m)</b>	2 pcs.	
15	Scotch tape ( <b>18mmx50m</b> )	10 pcs.	
16	Pencil no. 2	12 pcs.	
17	Ballpen - <b>black</b>	50 pcs.	
18	Ballpen - <b>blue</b>	2 pcs.	
19	Sign pen (pilot) - <b>Black</b>	20 pcs.	
20	Sign pen (Dong-A 0.5) - <b>Black</b>	4 pcs.	
21	Sign pen (Dong-A 0.5) - <b>Blue</b>	3 pcs.	
22	Double marker - <b>Black</b>	3 pcs.	
23	Correction tape (5mm)	10 pcs.	
24	Binder Clip - <b>large (3" width)</b>	5 box	
25	Binder Clip - <b>medium (1-1/4 width)</b>	5 box	
26	Binder Clip - <b>small (3/4 width)</b>	5 box	
27	Paper Clip ( <b>33mm</b> )	10 box	
28	Hp 680 ink - <b>black</b>	3 pcs.	
29	Hp 680 ink - <b>tricolor</b>	10 pcs.	
30	Hp 682 ink - <b>black</b>	20 pcs.	
31	Hp 682 ink - <b>tricolor</b>	20 pcs.	
32	Brother Ink LC3617 - <b>Black</b>	6 pcs.	
33	Brother Ink LC3617 - <b>Magenta</b>	5 pcs.	
34	Brother Ink LC3617 - <b>Cyan</b>	7 pcs.	
35	Brother Ink LC3617 - <b>Yellow</b>	3 pcs.	
36	Ink toner - Brother DCP-L2540DW	4 pcs.	
	<b>*NOTHING FOLLOWS*</b>		

Terms : 30 Calendar Days

Conditions :

Validity of Quotation :

Requested by :

Prices quoted by :

KAYE MIRABUENO9665742502SupplierDate**ADM-034-0**