



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

CONSULAR OFFICE ILOILO

3RD Level Robinsons Place, Quezon Wing, Iloilo City

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21 August 2021

REQUEST FOR QUOTATION

The Department of Foreign Affairs – Consular Office Iloilo will be procuring various office supplies as reflected in the attached Purchase Request/Technical specifications for C.Y. 2021 with the approved budget of ***Ninety-Nine Thousand Four Hundred Twenty-Nine Pesos and 0/100 Centavos (P99,429.00)*** for this project.

Please submit your lowest price quotation, inclusive of VAT and all other applicable taxes, for the following items and specifications attached in this request.

The payment shall be made within thirty (30) upon full delivery and receipt of the invoice with complete requirements as prescribed by OFMS-FRMD. Payment shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all the taxes and other lawful charges.

Deadline of submission is on Tuesday, 24 August 2021 at 12:00nn.

Very truly yours,


EARLE B. BUENVENIDA
Property Officer

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : CO Iloilo

PR No. 210601

Date: 16 AUGUST 2021

Section :

SAI No. _____

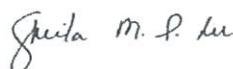
Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	piece	BALLPEN, black	150		
2	piece	BALLPEN, blue	100		
3	piece	BALLPEN, red	200		
4	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	20		
5	piece	CALCULATOR, compact, 12 digits	2		
6	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	2		
7	piece	CORRECTION TAPE, film base type, UL 6m min	30		
8	piece	CUTTER BLADE, for heavy duty cutter	20		
9	piece	CUTTER KNIFE, for general purpose	8		
10	piece	DATA FILE BOX, made of chipboard, with closed ends	25		
11	piece	DATA FOLDER, made of chipboard, taglia lock	25		
12	piece	DATING AND STAMPING MACHINE, heavy duty	15		
13	box	ENVELOPE, DOCUMENTARY, for legal size document	1		
14	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1		
15	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	24		
16	box	FASTENER, METAL, 70mm between prongs	4		
17	bundle	FOLDER, FANCY, for legal size documents	1		
18	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	8		
19	jar	GLUE, all purpose, gross weight: 200 grams min	20		
20	piece	MARKER, FLUORESCENT, 3 assorted colors per set	20		
21	piece	MARKER, PERMANENT, bullet type, black	15		
22	piece	MARKER, PERMANENT, bullet type, blue	15		
23	piece	MARKER, PERMANENT, bullet type, red	15		
24	piece	MARKER, whiteboard, black, felt tip, bullet type	6		
25	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	120		
26	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	90		
27	roll	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	3		
28	piece	PENCIL SHARPENER, manual, single cutter head	2		
29	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	4		
30	piece	PUNCHER, paper, heavy duty, with two hole guide	10		
31	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	8		
32	box	RUBBER BAND, 70mm min lay flat length (#18)	25		
33	piece	RULER, plastic, 450mm (18"), width: 38mm min	8		
34	pair	SCISSORS, symmetrical, blade length: 65mm min	10		
35	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	50		
36	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	50		
37	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	50		
38	bottle	STAMP PAD INK, purple or violet, 50ml (min.)	20		
39	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	10		
40	piece	STAPLE REMOVER, PLIER-TYPE	10		
41	box	STAPLE WIRE, for heavy duty staplers, (23/13)	30		
42	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	4		
43	roll	TAPE, MASKING, width: 24mm (±1mm)	30		
44	roll	TAPE, MASKING, width: 48mm (±1mm)	20		
45	roll	TAPE, PACKAGING, width: 48mm (±1mm)	20		
46	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	30		
47	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	25		
			Total		99,429.00

Purpose : Office supplies to be used in CO Iloilo operations

Requested By:

Signature



Printed Name :

SHEILA MARIE D. TU

Designation :

Head of Consular Office