



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
AGANA, GUAM, USA**

Date: 29 September 2021

**REQUEST FOR QUOTATION
4th Quarter Office Supplies
Project No. PCGAG-2021-53**

Sir/Madam:


Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Consulate hereby reserves the right to reject any/all offers and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied/delivered shall be subject to the usual inspection by the Consulate's duly authorized representative.
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Submit your quotation using this form or on company letterhead duly signed by the company's authorized representative not later than 06 October 2021.

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (INCLUSIVE OF TAXES, AND DELIVERY AND INSTALLATION COSTS)
1	lot	PPEs		
1	lot	Common-use office supplies		
1	lot	Pantry products		

COMPANY NAME/SUPPLIER: _____
CONTACT PERSON: _____
ADDRESS AND TELEPHONE NO.: _____


EMMANUEL M. VICENCIO
Canvasser


RUBY B. FERNANDEZ
Administrative Officer

FULL TECHNICAL SPECIFICATIONS
4th Quarter Office Supplies
Project No. PCGAG-2021-53

LOT	QTY	UNIT	TECHNICAL SPECIFICATIONS	UNIT PRICE	TOTAL AMOUNT
1	12	bottle	Isopropyl alcohol 70% 16Oz		
	4	box	Vinyl gloves (100/box)		
	24	pack	Disinfecting wipes 70% alcohol		
	1000	pc	Disposable face mask 3 layers medical grade		
2	24	pc	Ballpoint pen blue		
	12	pc	Ballpoint pen red		
	60	pc	Ballpoint gel pen 1.0 blue		
	12	pc	Ballpoint gel pen 1.0 red		
	2	pc	Flag pole with stand (6 ft or higher)		
	50	pc	AAA Battery		
	4	box	Binder clip mini (12 pc/pack @ 12 pack/box)		
	4	box	Binder clip small (12 pc/pack @ 12 pack/box)		
	60	pc	Binder clip medium (12 pc/pack)		
	36	pc	Correction tape		
	3	pc	External drive 1TB		
	1	box	Eyelets No. 2 (20 pack/box)		
	1	ream	Astroparche paper (cream or dirty white)		
	4	pack	Paper clip vinyl coated small		
	4	pack	Sticky notes 76 x 76 (12 pads/pack)		
	2	pack	Rubber band #19 (3 1/2 x 1/16)		
	12	pad	Yellow pad (5 x 8)		
	3	4	can	Brewed coffee (30 Oz or bigger)	
1		box	Plastic fork		
1		pack	Bottled water 16 fl.oz (24 bottle/pack)		
8		pack	Table tissue plain white		
24		roll	Paper towel		
1		box	Tea (100teabags/ box)		

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