

June 07, 2018  
 APO-RFQ # 2018

**REQUEST FOR QUOTATION**

Name of Company :  
 Address :  
 TIN :  
 BUSINESS PERMIT :  
 PHILGEPS :

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly representative and copies of your eligibility requirements not later than June 13, 2018.

The quotations may be submitted at the address 2/F Philippine Information Agency Bldg. Visayas Avenue, Bgy. Vasra Quezon City or thru Fax No. 2825309 (loc. 235/234) or thru email at purchasing1@apo.gov.ph

(SGD)

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 Karl Paulo C. Damian  
 Supply Chain Manager

After having carefully read and accept the Terms and Conditions, I/we submit our quotation for the item/s as follows:

| Item Description                            | Contract Term | PRICE    |      |       | Compliance with technical specs |                          | *** DELIVERY DATE |
|---|---------------|----------|------|-------|---------------------------------|--------------------------|-------------------|
|   |               | QTY      | Unit | Total | YES                             | NO                       |                   |
| EXPANDED FOLDER LONG BROWN                  |               | 150 PCS. |      |       |                                 |                          |                   |
| EXPANDED FOLDER SHORT GREEN                 |               | 150 PCS. |      |       | <input type="checkbox"/>        | <input type="checkbox"/> |                   |
| EXPANDED FOLDER SHORT RED                   |               | 150 PCS. |      |       |                                 |                          |                   |
| CUTTER W/HANDLE HAND HELD #7                |               | 10 PCS.  |      |       |                                 |                          |                   |
| CUTTER BLADE #84                            |               | 5 BOXES  |      |       |                                 |                          |                   |
| STAPLER NO. 35                              |               | 10 PCS.  |      |       |                                 |                          |                   |
| SCOTCH TAPE 3MX18MM                         |               | 20 ROLLS |      |       |                                 |                          |                   |
| TAPE DISPENSER FOR 3MX18MM TAPE             |               | 10 PCS.  |      |       |                                 |                          |                   |
| PERMANENT MARKER BLACK                      |               | 30 PCS.  |      |       |                                 |                          |                   |
| WHITEBOARD MARKER BLACK                     |               | 30 PCS.  |      |       |                                 |                          |                   |
| PUNCHER HEAVY DUTY                          |               | 2 PCS.   |      |       |                                 |                          |                   |
| FILE TRAY WITH PARTITION                    |               | 10 PCS.  |      |       |                                 |                          |                   |
| ERASER                                      |               | 10 PCS.  |      |       |                                 |                          |                   |
| MINI DESKTOP CALCULATOR                     |               | 6 PCS.   |      |       |                                 |                          |                   |
| SIGN PEN – BLACK, BLUE, GREEN,RED           |               | 550 PCS. |      |       |                                 |                          |                   |
| RULER 12 INCHES                             |               | 10 PCS   |      |       |                                 |                          |                   |
| SCISSORS HEAVY DUTY                         |               | 10 PCS   |      |       |                                 |                          |                   |
| CORRECTION TAPE                             |               | 15 PCS   |      |       |                                 |                          |                   |
| PLASTIC PAPER FASTENER                      |               | 25 BOXES |      |       |                                 |                          |                   |
| BALLPEN – BLACK, BLUE, RED                  |               | 450 PCS. |      |       |                                 |                          |                   |
| PEN HOLDER                                  |               | 10 PCS.  |      |       |                                 |                          |                   |
| SHARPENER HEAVY DUTY                        |               | 2 PCS.   |      |       |                                 |                          |                   |
| HIGHLIGHTER                                 |               | 20 PCS.  |      |       |                                 |                          |                   |
| STICKY NOTE "SIGN HERE"                     |               | 50 PACKS |      |       |                                 |                          |                   |
| NOTE FLAGS                                  |               | 20 PACKS |      |       |                                 |                          |                   |
| EXPANDED ENVELOPE – LONG AND SHORT          |               | 30 PCS.  |      |       |                                 |                          |                   |
| CLEAR SHEET PROTECTOR LONG                  |               | 150 PCS. |      |       |                                 |                          |                   |
| CLEAR SHEET PROTECTOR HALF-CROSSWISE        |               | 150 PCS. |      |       |                                 |                          |                   |
| PENCIL (12'S/BOX)                           |               | 7 BOXES  |      |       |                                 |                          |                   |
| CLIP BOARD LONG                             |               | 10 PCS.  |      |       |                                 |                          |                   |
| PAPER CLIP BIG                              |               | 20 BOXES |      |       |                                 |                          |                   |
| NOTEPAD ASSORTED COLORS                     |               | 10 PACKS |      |       |                                 |                          |                   |
| FOLD BACK CLIP<br>0.5", 0.75", 1", 1.5", 2" |               | 50 BOXES |      |       |                                 |                          |                   |

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Signature over Printed Name  
Contact Number

*\*This Request for Quotation (RFQ) is electronically generated.*