

Republic of the Philippines  
**EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL**  
 4/F Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center, Pasig City  
 Tel. No. 571-6833; Fax No.571-4612 Local 829

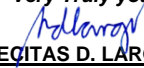
Date: \_\_\_\_\_

**REQUEST FOR QUOTATION**

**Gentlemen:**

Please quote your lowest government price (s), stating the shortest time of delivery on the item(s) listed below and submit your quotation duly signed by your representative through email or sealed envelope directed to the Chairperson, Bids and Award Committee or thru the authorized canvasser of this office on or before January 29, 2024 .

If you do not have the exact item on request, please feel free to offer the equivalent or possible substitute.

*Very Truly yours,*  
  
**NEGITAS D. LARGO**  
 BAC Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
<b>1</b>	<b>lot</b>	<b>Supply and Delivery of Office Supplies for various Training of the Program and Policy Unit</b>		
16	gal	Alcohol, 70% Isopropyl		
42	boxes	Surgical Face Mask		
1469	pad	Steno Notebook, 60 pages		
1336	pcs.	Ballpen (black)		
20	boxes	Bull Clip, 1" (Binder Clip)		
20	boxes	Coated Paper Clip, big 50mm		
5	boxes	Coated Paper Clip, small 33mm		
5	pad	Post-It 3x3		
9	pcs.	Correction Tape		
5	btl.	Canon G3020 Ink, Black		
5	btl.	Canon G3020 Ink, Cyan		
5	btl.	Canon G3020 Ink, Magenta		
5	btl.	Canon G3020 Ink, Yellow		
422	pcs.	Brown Envelop, A4		
200	pcs.	Seminar ID Badge/Jacket with Lace, 9 1/2cmx11cm		
590	pcs.	Manila Paper		
119	rolls	Masking Tape, 1"		
11	rolls	Packing Tape		
10	rolls	Scotch Tape, 1"		
35	pcs.	Glue Stick, 20g		
200	btl.	Glue, 40g		
17	boxes	Mongol Pencil #2		
403	pcs.	Permanent Marker (Bullet Type) branded		
70	pcs.	White Board Marker, black branded		
33	reams	Copy Paper, A4, 80gsm		
40	boxes	Gold Seal No. 23		
		<b>Other Requirements:</b>		
		PhilGEPs Registration No.		
		Income/Business Tax Return		
		Mayors Permit		
		Omnibus Sworn Statement		
		Terms of Payment: Send Bill		
		Quotations are inclusive of all Taxes		
		For any queries, you may Contact Nos. 571-6833/571-4615 loc. 831		
		Email Add: neslargo@yahoo.com/corzcastro@yahoo.com		

After having carefully read and accept your requirements, I/we quote you on the above items and bind ourselves to deliver the above articles and description within the specified dates. The quotations are good up to 60 calendar days.

SUPPLIER	
Signature	
Company Name	
Name	
Address	
Telephone Nos.	
Fax Nos.	