



**REQUEST FOR QUOTATION**

Name of Store: \_\_\_\_\_  
Address: \_\_\_\_\_

Date & Time: **JUNE**, 2025

Sir/Madam

Please quote your **best offer**, tax included on the items mentioned below and submit your sealed quotation/bid to OWWA RWO5 or email at [bacowwar5@gmail.com](mailto:bacowwar5@gmail.com) on or before **June 16, 2025 8AM** at which time and date, all submitted quotations/bids will be opened.

Bids beyond the approval budget will be automatically rejected.

Interested suppliers are required to submit their valid PhilGEPS Registration Number and Latest Mayor's / Business Permit upon submission of quotation. We reserve the right to reject any or all bids/quotations.

**MAYAN P. TRILLES**

*BAC Chairperson*

<b>PURPOSE:</b> <i>RWO V Office Supplies CSE 1st Semester FY 2025 based on APP CSE 2025 &amp; Supplemental APP CSE FY 2025 *Attached Certificate of Non-Availability of Stocks (CNAs) from DBM-PS as of 28 April 2025</i>				
QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL
30	bottle	Cleaner, Toilet and Urinal		
60	box	Data File Box		
6	pack	Detergent Powder		
15	can	Disinfectant Spray, Aerosol Type, 510gms (680ml)		
10	bottle	Bleaching Solution		
15	bottle	Dishwashing Paste		
12	pc	Deodorant Cake		
25	box	Fastener, Metal		
8	pack	Folder with Tab, Long, White, 100 pcs		
2	box	Folder, Pressboard, Long, Green, 100 pcs		
2	box	Envelope, Expanding, Long, Kraft, 100 pcs		
5	set	Marker, fluorescent		
5	piece	Puncher, Paper, Heavy Duty		
5	piece	Tape Dispenser		
4	book	Record Book, 300 pages		
6	book	Record Book, 500 pages		
10	pair	Scissors		
60	piece	Sign Pen, Black 0.5mm		
60	piece	Sign Pen, Blue 0.5mm		
100	piece	Correction Tape		
25	bottle	Stamp Pad, Ink, Purple or Violet		
10	piece	Stapler, Standard Type		
12	roll	Tape, Electrical		
24	roll	Tape, Masking, 24mm		
48	roll	Tape, Transparent, 24mm		
24	roll	Tape, Double Sided		
36	roll	Tape, Packaging, 48mm		
100	packs	Tissue, Interfold, 2 Ply, Soft		
50	pack	Trash Bag, Black, 10 rolls per pack, XXL		
50	pack	Trash Bag, Black, 10 rolls per pack, Small		
3	box	Disposable Gloves, 100 pcs		
60	piece	Chipboard No. 50		
60	piece	Shoelaces		
50	piece	Sacks		
10	tray	Desk File Tray, 3 Layers		
25	bottle	Car Freshener		
20	bottle	Glass Wall Cleaner		
6	piece	Glass Wiper/Window Wiper (26cm)		
4	piece	Glass Wiper/Window Wiper, with extendable handle		
1	roll	Twine, Plastic		
		<b>Note:</b> Including delivery at OWWA Office, 4th Floor, Ayala Malls, Legazpi City		
Approved Budget for the Contract: <b>102,660.00</b>			<b>TOTAL</b>	

**Note:** Payment shall be made through Land Bank of the Philippines, Legazpi branch check, within thirty (30) days after Submission of Billing and User Acceptance of the product.

**Payment Details:**

Payee Name \_\_\_\_\_

PR No: **GAA 2025-05-035**

**AIRO E. BERMILLO**

**Canvasser**

Name of Store \_\_\_\_\_

Signature of Manager \_\_\_\_\_

Contact Number \_\_\_\_\_

Please check:

My store issues OR: Yes \_\_\_\_\_

No \_\_\_\_\_

My store accepts government check as payment Yes \_\_\_\_\_

No \_\_\_\_\_

Taxpayer I.D No (Tin) \_\_\_\_\_

Vatable \_\_\_\_\_ Non Vat \_\_\_\_\_

PhilGEPS Registered: Yes \_\_\_\_\_

No \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_