

Department of Environment and Natural Resources

**MINES AND GEOSCIENCES BUREAU**

Regional Office No. 7, Banilad, Mandaue City

Telefax No. 2361139

**REQUEST FOR QUOTATION (RFQ)**

Name of Supplier : \_\_\_\_\_  
 TIN No: \_\_\_\_\_ (pls. indicate if VAT or Non-VAT)  
 PhilGEPS Reg. No.: \_\_\_\_\_  
 Contact no: \_\_\_\_\_

Sir/ Madam :


Please quote your price of the articles listed below. Purchase will be made from the lowest calculated and responsive quotation. Furthermore, please read carefully the terms and conditions stated herein:

Approved Budget for the Contract (ABC): Php Php 75,000.00

Item	Qty	Unit	Specifications	Unit Price	Total Price
18	3	box	ENVELOPE, DOCUMENTARY, for legal size document(500's/box)		
19	10	pack	FOLDER, TAGBOARD, for A4 size documents(100's/pack)		
20	10	pack	FOLDER, TAGBOARD, for legal size documents(100's/pack)		
21	24	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		
22	10	box	RUBBER BAND, 70mm min lay flat length (#18)		
23	6	piece	STAPLE REMOVER, PLIER-TYPE (metal )		
24	61	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
25	75	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
26	22	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip		
27	7	pack	Arrow Flag / Page Marker ( Stick Note Pad ) - 2" x .5"		
28	200	piece	Ballpen, Black		
29	200	piece	Ballpen, Blue		
30	15	piece	Ballpen, Red		
31	9	ream	Bond Paper Short, 8 1/2" x 11", 70 gsm		
32	18	piece	PENCIL, mechanical, for 0.5mm lead		
33	19	piece	Sign Pen Black, 0.07		
34	20	piece	Sign Pen Blue, 0.07		
35	1	piece	Dating and Stamping Machine ( Heavy Duty)		

RFQ Deadline: Three (3) days  
 Delivery: Seven (7) days from receipt of Purchase Order  
 Mode of Payment: Through Advice to Debit Account ( ADA ) ; Bank Charges will be borne / paid by the payee.  
Must have a valid Mayor's Business Permit

Very Truly yours,  
 By Authority of the Regional Director:

  
**AL EMIL G. BERADOR**  
 Chief, Geosciences Division  
 In-Charge, Office of the Regional Director

Received by: \_\_\_\_\_  
 Printed Name & Signature \_\_\_\_\_  
 Date: \_\_\_\_\_