



Republic of the Philippines
Department of Justice
PAROLE AND PROBATION ADMINISTRATION
DOJ Agencies Bldg., NIA Road corner East Avenue,
Diliman, Quezon City 1101

Telefax (02) 927-6821 or Email: dojppapropertysection@gmail.com



RFQ No. 2024 - 032

REQUEST FOR QUOTATION

Line Item No.	Description	Pro-cure-ment Mode	Quantity	Unit	Unit Price	TOTAL
1	ACETATE, LEGAL, 100s	SVP	1	Pack		
2	BALLPEN,Black		101	Piece		
3	BALLPEN,Blue		80	Piece		
4	BALLPEN, Green		2	Piece		
5	BALLPEN, Red		43	Piece		
6	BATTERY, dry cell, AAA		2	Pack		
7	BATTERY, dry cell, AA		20	Pack		
8	CALCULATOR, 16 digits		2	Unit		
9	CLEARBOOK, 20 TRANSPARENT POCKET, Legal		1	Piece		
10	CLIP, BLACKFOLD 25mm		1	Box		
11	CLIP, backfold 32mm		10	Box		
12	CLIP, BLACKFOLD , 37mm		1	Box		
13	CLIP, backfold 50mm		6	Box		
14	CUTTER KNIFE, for general purpose		10	Piece		
15	CUTTER BLADE		22	Tube		
16	DATA FILE BOX,		10	Piece		
17	DATA FOLDER, w/ TAGILA LOCK		75	Piece		
18	DATING AND STAMPING MA-CHINE		1	Piece		
19	DOCUMENT HOLDER		1	Piece		
20	DISINFECTANT SPRAY		22	Can		
21	ENVELOPE,brown long		1	Box		
22	ENVELOPE, expanding, kraft, legal		5	Box		
23	ENVELOPE, Expanding, plastic		1	Piece		
24	ERASER,whiteboard		1	Piece		
25	ENVELOPE, DOCUMENTARY A4 SIZE		1	Box		
26	ERASER, Rubber for Pencil		8	Piece		
27	EXTERNAL HARD DRIVE, 1TB		3	Unit		
28	FASTENER, non- metal		5	Box		



ISO 9001:2015
Certificate No.: PHL 22013





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BAGONG PILIPINAS

29	FASTENER, metal	SVP	24	Box		
30	FLASH DRIVE, 16GB		13	Piece		
31	FLASH DRIVE, 32GB		1	Piece		
32	FILE ORGANIZER, expanding, plastic, 12 pockets		1	Piece		
33	LEVER, Arch file folder		3	Piece		
34	FOLDER, EXPANDED Green		16	Piece		
35	GLUE STICK (Elmer's)		3	Tube		
36	GLUE, all purpose		5	Jar		
37	INDEX, Card 5 x8, 100s		4	Pack		
38	INDEX CARD, 3"x5" @100/pack		30	Pack		
39	INK, Stamp Pad Blue, 50ml		4	Bottle		
40	INK, Stamp Pad Red, 50ml		2	Bottle		
41	INK, Stamp Pad, Violet, 50ml		4	Bottle		
42	INSECTICIDE		9	Can		
43	LOOSELEAF COVER, 50 pcs per bundle		1	Bundle		
44	MANILA Paper 36 x 48, 10pcs/pack		18	Pack		
45	MAP PINS		3	Box		
46	MAGAZINE FILE BOX, large, Green		21	Piece		
47	MARKER, flourescent 3/pack		11	Set		
48	MARKER, permanent Black		24	Piece		
49	MARKER, permanent Blue		7	Piece		
50	MARKER, whiteboard Black		20	Piece		
51	MARKER, whiteboard Blue		6	Piece		
52	MARKER, whiteboard Red		2	Piece		
53	MOUSE, OPTICAL BLUETOOTH CONNECTIVITY		1	Piece		
54	MOUSE PAD		3	Piece		
55	NOTARIAL SEAL NO.23, 40 PCS/PACK		15	Box		
56	NOTE PAD, 3 X 3, stick-on		3	Pad		
57	NOTE PAD, 2 X 3		19	Pad		
58	NOTE PAD, 3 X 4		10	Pad		
59	Paper. A3		2	Ream		
60	PAPER CLIP, 32-33mm, Small		15	Box		



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61	PAPER, Multi-Purpose 70gsm A4	SVP	14	Ream		
62	PAPER, Multi-Purpose 70gsm Legal		34	Ream		
63	PAPER, MULTICOPY 80gsm A4		110	Ream		
64	PAPER MULTICOPY, Short 80gsm		1	Ream		
65	Multi purpose, Board paper, Ivory, A4 160gsm		200	Pack		
66	Multi purpose, Board paper, Pale Cream, 250gsm		75	Pack		
67	PHOTO PAPER, GLOSSY, A4		5	Pack		
68	PHOTO PAPER, MATTE, A4		1	Pack		
69	PASTE		3	Jar		
70	PLASTIC TWINE		3	Roll		
71	PLASTIC RING BIND		5	Pack		
72	PLASTIC COVER, Pre-cut, 13.50 x15		2	Roll		
73	PENCIL, lead with eraser		1	Box		
74	PENCIL, MECHANICAL 0.5mm		4	Piece		
75	PENCIL, MECHANICAL 0.5mm Refill		7	Tube		
76	PUNCHER, paper, heavy duty		5	Piece		
77	RECORD BOOK, 300pages		11	Book		
78	RECORD BOOK, 500pages		55	Book		
79	RING BINDER, Plastic, 13mm, black		2	Pack		
80	RUBBER BAND, No. 18		8	Box		
81	SIGN PEN, 0.7mm, black		32	Piece		
82	SIGN PEN, 0.7mm, blue		41	Piece		
83	SIGN PEN, 0.7mm, red		4	Piece		
84	SIGN PEN, GEL PEN (0.5MM) Blue		5	Piece		
85	STICKER TAB "SIGN HERE"		14	Pack		
86	STICKER PAPER		7	Pack		
87	STAMP PAD, Felt		2	Piece		
88	STAPLE WIRE, No.35, Standard		19	Box		
89	STAPLE WIRE, 23/13		1	Box		
90	TAPE, Double-sided (9mx50m)		3	Roll		
91	TAPE, Masking 24mm		17	Roll		
92	TAPE, Packaging 48mm		12	Roll		
93	TOILED TISSUE PAPER, 2-ply		2	Roll		



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SAGONG PILIPINAS

94	TWINE, plastic	SVP	4	Roll		
95	WASTE CAN		2	Piece		

Requested by:

Canvassed by:


JOSE BONIFACIO A. ORENDAIN
Chief, Administrative Division


SIR R. BIRION
Buyer/Canvasser

DEALER'S INFORMATION

Supplier's Profile		Terms and Conditions
Business Name: _____		1. <u>Payment Terms:</u> [] w/in 30 C.D. upon delivery [] Cheque-On-Delivery
Business Address: _____		2. <u>Delivery Terms:</u> [] FOB Destination (Delivery) [] FOB Destination (Pick-up)
Contact Number/s: _____		3. <u>BIR Registration:</u> [] VAT [] Non-VAT
_____ (Signature Over Printed Name of Authorized Representative)	_____ (Date Signed)	4. TIN: _____