



RFQ No. 2024 - 041

REQUEST FOR QUOTATION

Line Item No.	Description	Pro-cure-ment Mode	Quantity	Unit	Unit Price	TOTAL
1	BALLPEN, Black	SVP	55	Piece		
2	BALLPEN, Blue		60	Piece		
3	BALLPEN, Red		30	Piece		
4	BATTERY, dry cell, AAA, 2/pack		2	Pack		
5	BATTERY, dry cell, AA, 2/pack		16	Pack		
6	CALCULATOR, 12 digits, HD		8	Piece		
7	CARBON FILM, A4		1	Box		
8	CLEARBOOK, 20 TRANSPARENT POCKET, Legal		1	Piece		
9	CLIP, BLACKFOLD 19mm		11	Box		
10	CLIP, BLACKFOLD 25mm		2	Box		
11	CLIP, backfold 32mm		13	Box		
12	CLIP, BLACKFOLD , 50mm		6	Box		
13	CORRECTION TAPE, 6meters		139	Piece		
14	CUTTER KNIFE, for general Purpose, Heavy Duty		1	Piece		
15	CUTTER BLADE		2	Tube		
16	DATA FILE BOX		25	Piece		
17	DATA FOLDER, w/ TAGILA LOCK		78	Piece		
18	DISINFECTANT SPRAY		23	Can		
19	ENVELOPE MAILING		6	Box		
20	ENVELOPE, expanding, kraft, legal		2	Box		
21	ERASER, Rubber for Pencil		8	Piece		
22	FASTENER, non- metal		3	Box		
23	FASTENER, Metal(non-sharp edges)		21	Box		
24	FLASH DRIVE USB 16GB		13	Piece		
25	FLASH DRIVE USB 32GB		2	Piece		
26	FOLDER w/ TAB, A4 (14pts)		3	Pack		
27	FOLDER EXPANDING w/o TAB, Green		6	Piece		
28	GLASS CLEANER, Aerosol type		2	Can		



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



BAGONG PILIPINAS

29	GLUE all purpose	SVP	5	Jar		
30	HAND SOAP, Liquid 1L		4	Bottle		
31	INDEX CARD, 5 X 8, 100's		4	Pack		
32	INK STAMP PAD, Blue, 50ml		4	Bottle		
33	INK STAMP PAD, Red, 50ml		3	Bottle		
34	INK STAMP PAD, Violet, 50ml		3	Bottle		
35	INSECTICIDE, Aerosol		7	Can		
36	LOOSELEAF COVER, 50pcs/bun- dle		1	Bundle		
37	MANILA PAPER, 10pcs/pack		10	Pack		
38	MAP PINS		1	Box		
39	MARKER, FLOURESCENT, 3/set Assorted Colors		6	Set		
40	MARKER, PERMANENT, Black		16	Piece		
41	MARKER, PERMANENT, Blue		4	Piece		
42	MARKER, WHITEBOARD, Black		15	Piece		
43	MARKER, WHITEBOARD, Blue		4	Piece		
44	MARKER, WHITEBOARD, Red		2	Piece		
45	MOUSE OPTICAL USB		2	Piece		
46	MOUSE PAD		3	Piece		
47	NOTARIAL SEAL NO. 23, 40/Pack		15	Pack		
48	NOTE PAD, 2 X 3, Stick-on		14	Pad		
49	NOTE PAD, 3 X 4, Stick-on		8	Pad		
50	PAPER CLIP, 32-33mm, Small		12	Box		
51	PAPER, MULTIPURPOSE 70gsm A4		10	Ream		
52	PAPER, MULTIPURPOSE 70gsm Legal		20	Ream		
53	PAPER, MULTICOPY 80gsm, 8.5 x 11, Short		1	Ream		
54	MULTIPURPOSE BOARD PAPER, IVORY, 160GSM, A4		100	Pack		
55	MULTIPURPOSE BOARD PAPER, PALE CREAM, 250GSM, 8.5X11, Short		75	Pack		
56	PHOTO PAPER, GLOSSY A4		1	Pack		
57	PASTE w/ applicator		1	Jar		
58	PLASTIC TWINE, 1kilo		6	Roll		
59	PLASTIC COVER		6	Roll		
60	PENCIL MECHANICAL 0.5mm		3	Piece		



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61	PENCIL MECHANICAL 0.5mm REFILL	SVP	6	Tube		
62	PUNCHER, 2-hole, Heavy Duty		2	Piece		
63	RECORD BOOK, 500pages		22	Book		
64	RUBBER BAND, NO. 18		5	Box		
65	SIGN PEN, 0.7mm, BLACK		19	Piece		
66	SIGN PEN, 0.7mm, BLUE		29	Piece		
67	SIGN PEN, 0.7mm, RED		2	Piece		
68	STICKER TAB, "SIGN HERE"		14	Pad		
69	STAPLE WIRE REMOVER, PLIER TYPE		14	Piece		
70	STAPLE WIRE, NO. 35, Standard		12	Box		
71	STAPLE WIRE, 23/13		1	Box		
72	TAPE DISPENSER, TABLE TOP		9	Piece		
73	TAPE, MASKING 24mm		14	Roll		
74	TAPE, PACKAGING 48mm		8	Roll		
Purpose: For the 2 nd Quarter Common-use Office Supplies of PPA-CO.						

Requested by:


SAO MARISSA M. ABERION
OIC, Administrative Division

Canvassed by:


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)	4. TIN: _____
_____ (Date Signed)	