



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
AGANA, GUAM**



Date: 24 March 2025

**REQUEST FOR QUOTATION
1st Quarter Office Supplies**

Sir/Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a property accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Consulate hereby reserves the right to reject any/all offers and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied/delivered shall be subject to the usual inspection by the Consulate's duly authorized representative.
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Submit your quotation using this form or on company letterhead duly signed by the company's authorized representative not later than 28 March 2025.

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (INCLUSIVE OF TAXES, AND DELIVERY AND INSTALLATION COSTS)
	lot	1st Quarter Office Supplies (see attached specifications)		

Note: Please specify the TERMS OF PAYMENT and DELIVERY DATE.
Please submit actual colored pictures where available.

COMPANY NAME/SUPPLIER: _____
CONTACT PERSON: _____
ADDRESS AND TELEPHONE NO. _____

ROMMEL S. CUISIA
Canvasser

LIST OF OFFICE SUPPLIES

UNIT	ORDER/ QUANTI TY	TECHNICAL SPECIFICATIONS FOR ITEM	PRICE PER UNIT	TOTAL COST
ream	1	Card stock 8.5 x 11 (white) 250 sheets/ream		
ream	1	Self-adhesive labels 8.5 x 11 (100 sheets/ream)		
pack	10	Certificate holders linen texture 8.5 x 11 (blue) 5 pc/pk		
pc	25	PVC frame 8.5 x 11 black item #85001		
ream	2	Top Loading sheet protectors 8.5 x 11 No. 62027 (100 pcs/ream)		
ream	2	File Folder 1/3 Cut tabs Letter size Manila (100/ream)		
box	5	Expanding Wallets Legal Size 5-1/4" Exp (10/box)		
pc	3	Premium tape		
pc	5	Indoor double-sided mounting tape		
pc	5	Masking tape 1.41" x 60 yd		
pc	6	Heavy duty packaging tape 1.88 in x 110 yd		
ream	1	Astroparche parchment natural 8.5 x 11 (500pcs/ream)		
ream	1	Color paper yellow 8.5 x 11 (500 sheets/ream)		
pk	1	Color labels 3/4 Dia 1000 labels MMR 1212-13 (orange)		
pk	1	Color labels 3/4 Dia 1000 labels MMR 1212-12 (yellow)		
pk	1	Color labels 3/4 Dia 1000 labels MMR 1212-10 (green)		
pk	1	Color labels 3/4 Dia 1000 labels MMR 1212-3 (blue)		
pc	2 2 2 2 2	ribbons 1&1/2 inch 50 meters stock #16 -blue -yellow -green -red -orange		
pc	50	CD		
TOTAL				