



## REQUEST FOR QUOTATION

1. The Philippine Guarantee Corporation (PhilGuarantee) invites all suppliers to submit quotations for the procurement of various office supplies requirement for the 4<sup>th</sup> quarter with the following details:

Item No.	Item/Description	Quantity	Unit
1	Alcohol, Ethyl (500ml)	120	bottle
2	Ballpen Black (Panda)	300	pieces
3	Ballpen Blue (Panda)	200	pieces
4	Battery 9V	15	pieces
5	Battery (AAA,2pcs.per blister pack)	30	packs
6	Correction Tape (1 piece in individual plastic)	72	pieces
7	Continuous Form 1ply, 280mm x 378mm	3	boxes
8	Data File Box	40	pieces
9	Data File Folder	120	pieces
10	DVD Rewritable (4.5 GB min)	50	pieces
11	Double Clip, Back fold (25 mm (1"), 12pcs./box)	50	boxes
12	Double Clip, Back fold (32mm (1 ¼"), 12pcs./box)	36	boxes
13	Double Clip, Back fold (50mm (2"), 12pcs./box)	10	boxes
14	Envelope mailing (White (500 pcs./box))	3	boxes
15	Envelope Documentary Legal	3	boxes
16	Fastener (Metal, 70mm between prongs)	30	boxes
17	Flashdrive 16gb	20	pieces
18	Folder, Fancy (Legal, (50pcs/bundle))	2	bundle
19	Folder, Pressboard (Legal, White 100pcs./box)	5	boxes
20	Looseleaf Cover (Legal, 50pcs./bundle)	2	bundle
21	Index Card (5" x 8", 100 pcs/pack)	5	packs
22	Index Tab, Self Adhesive	30	boxes
23	Notepad-Stick on (3 x 3, 100 sheet per pad)	72	pads
24	Masking Tape 24mm	24	rolls
25	Marker, Permanent (Black, Bullet Type)	48	pieces
26	Pencil, Lead with eraser (12 pieces/box)	15	boxes
27	Paper Clip Bull Dog	72	pieces
28	Paper puncher, heavy duty	10	pieces
29	Record Book (300 pages, 214mm x 278mm min)	30	book
30	Ring Binder (3/4")	20	pieces
31	Ring Binder (1")	20	pieces
32	Signpen 0.5 needle tip (Black)	200	pieces
33	Signpen 0.5 needle tip (Blue)	150	pieces
34	Staple wire, standard	30	boxes
35	Tape Electrical	10	rolls
36	Transparent Tape 24mm	96	rolls
37	Twine Rope, plastic 1kilo	5	rolls