

**REPUBLIC OF THE PHILIPPINES**  
**LAGUNA LAKE DEVELOPMENT AUTHORITY**  
National Ecology Center, East Avenue, Diliman, Quezon City

**REQUEST FOR QUOTATION**

RFQ18-

RIV / SR No. : R18-018  
Date: 1/15/18

GENTLEMEN:

**THIS IS A REQUEST FOR QUOTATION ON GOODS/SERVICES ENUMERATED HEREUNDER, IF YOUR ARE INTERESTED AND IN A POSITION TO FURNISH THE SAME , PLEASE SUBMIT SEALED PROPOSALS ON OR BEFORE \_\_\_\_\_ . THE RIV / SR NO., AS INDICATED ABOVE, SHOULD BE WRITTEN CLEARLY ON THE RIGHT FACE OF THE ENVELOPE AND ADDRESSED TO THE BIDS AND AWARDS COMMITTEE, LAGUNA LAKE DEVELOPMENT AUTHORITY, NATIONAL ECOLOGY CENTER, EAST AVENUE, DILIMAN, QUEZON CITY**

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE
	1	cart	FUJI Toner Black	
	1	cart	FUJI Toner Cyan	
	1	cart	FUJI Toner Magenta	
	1	cart	FUJI Toner Yellow	
	2	cart	HP Ink Black 9351(21)	
	2	cart	HP Ink Colored 9351 (22)	
	12	cart	HP Toner CB435A Black (35)	
	2	cart	HP Toner CB436A Black (1505)	
	6	cart	HP Ink #60 Black CC640A	
	6	cart	HP Ink #60 Colored CC643A	
	2	cart	HP Toner 7115A Black (1200)	
	14	cart	HP Toner CE255A Black (55)	
	5	cart	HP Toner Q2612A Black	
	2	cart	HP Toner Q7551A Black	
	2	cart	HP Ink 6615A Black	
	2	cart	HP Ink 6578A Colored	
	6	cart	HP Toner Q6511A Black	
	2	cart	HP Toner Q7553A Black	
	2	cart	Canon Ink IP 1700 CL40 Black	
	2	cart	Canon Ink IP 1700 CL41 Colored	
	3	cart	HP Ink C2121A Black (685)	
	2	cart	HP Ink C2122A Cyan (685)	
	2	cart	HP Ink C2122A Magenta (685)	

PRICES IN THE ABOVE OFFER ARE CERTIFIED  
CORRECT:

SIGNATURE ABOVE PRINTED  
NAME OF THE CANVASSER

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME OF FIRM

\_\_\_\_\_  
TELEPHONE NUMBER(S)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TAX IDENTIFICATION NUMBER (TIN)

**IMPORTANT**

1. Prices should be written in ink or typewritten. When offering substitutes or equivalent, please specify the brand.
2. Submit your quotations in a sealed envelope. The RIV / SR no, as indicated above, should be clearly indicated in the uppermost right face of the envelope and addressed to the address given above.
3. Erasures should be initialed by the person who made the proposal.
4. Quoted prices should be VAT inclusive unless otherwise indicated.

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ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE
	2	cart	HP Ink C2124 Yellow (685)	
	4	cart	HP Ink #678 Black	
	4	cart	HP Ink #678 Colored	
	2	cart	Brother Ink L667 Black	
	1	cart	Brother Ink LC67 Cyan	
	1	cart	Brother Ink LC67 Magenta	
	1	cart	Brother Ink LC67 Yellow	
	1	cart	HP Toner CE285 Black (85)	
	4	cart	Toner Samsung MLT-D203L Black	
	4	cart	Toner Samsung MLT-D1165 Black	
	3	cart	HP Ink 932 Black	
	3	cart	HP Ink 933 Cyan	
	3	cart	HP Ink 933 Magenta	
	3	cart	HP Ink 933 Yellow	
	2	cart	HP Toner Toner - 87A/87X Black	
	4	cart	HP Toner CF410 Black	
	4	cart	HP Toner CF411 Cyan	
	4	cart	HP Toner CF412 Magenta	
	4	cart	HP Toner CF413 Yellow	
	800	pcs	Ballpoint	
	3	pack	Cartolina White 20pcs/pack	

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ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE
	10	box	Clip Black Fold 50mm	
	50	box	Clip Paper Vinyl/plastic coat 32mm	
	30	box	Clip Paper vinyl/plastic coat 48mm	
	100	pcs	Correction Tape	
	24	pcs	Data file box	
	24	pcs	Data file folder	
	3	box	Envelope Legal 500/box	
	4	box	Envelope Expanding Legal 100/box	
	15	pack	Folder Tagboard Legal 100/pack	
	10	pack	Folder, Tagboard A4 100/pack	
	6	jar	Glue	
	3	pack	Looseleaf Cover 50/pack	
	30	sets	Marker Stabilo 3/sets	
	72	pcs	Marking Pen Permanent Black	
	36	pcs	Marking Pen Permanent Red	
	36	pcs	White Board Marker Black	
	50	pcs	Manila Paper	
	60	pad	Post it Note pad 3x4	
	30	pcs	Ring Binder 3/4 x 44	
	48	roll	Masking Tape 1"	
	10	pcs	Cutter Heavy Duty	
	30	kls	Rags	
	15	pcs	Staple Remover	
	10	pcs	Stapler Heavy Duty	
	2	pcs	Tape Dispenser	

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