

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Field Office MiMaRoPa Region 1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

		RFQ No. 2023-08-1150 Shopping-B
		Date: September 11, 2023
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Company Name	1	
Company Address	H	<u>-</u>
Contact Person	1	
Contact No.		
Email Address	ic c	
Company TIN	įV.	=
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PhilGEPS Reg. No.	V.	_
Sir/Madam:		
expenses for the good	vernment price/s including delivery charge ds listed in Annex A . <u>Failure to indicate</u> ptive brochures, catalogues, literatures an	es, VAT or other applicable taxes, and other incidental information could be basis for non -compliance. Also, ad/or samples, if applicable.
	nanufacturer, distributor, or agent in the Plarized certification to this effect.	hilippines for goods listed in Annex A, please attach in your
PhilGEPS Certificate accordance with the Omnibus Sworn State	e, latest Income/Business Tax Return a e attached format marked as Annex B. I	ss Permit, Mayor's Permit, PCAB License (if applicable), and a notarized or unnotarized Omnibus Sworn Statement in f awarded, please submit immediately the duly notarized zed. The Certificate of Platinum Membership maybe PS Registration Number.
1680 F.T. Benitez co September 18, 2023 for evaluation. Please	rner Malvar Sts., Malate, Manila <u>or email</u> (Monday). Quotations submitted to differ e indicate in the subject of your email the	to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor to: ejcnolasco@dswd.gov.ph not later than 5:00 PM on rent email address(es) as stated above shall not be considered title of the Project using this format: [RFQ] umber],
[Deadline of Submis	ssion]	
		Administrative Officer V Procurement Section Head
Terms and Condition	ons:	
 Award shall be Price Validity s Services shall 	hall be valid until: One Hundred Twenty	X total quoted price lot basis (120) Calendar days Days after receipt of Approved Purchase Order
Place of Delive	Pantawid Provincial Operation C	Office, 2nd Floor, E and F Building, Rizal St., Brgy. Pob VI,
5. Terms of Payn	nent: within 30 days upon final inspec	tion and acceptance
Payment throu	gh LDDAP-ADA (List of Due and Demai	ndable Accounts Payable- Advice to Debit Account)
Account Nam		Account Number : Branch:
Bank Name:_ **Note: Non L	and Bank of the Philippines accounts s	shall be charged a service fee
6 Liquidated Day	mages/Penalty: In case of failure to	o make full delivery within the time specified above,
the amount of	f the liquidated damages shall be at lea	est equal to one-tenth of one percent (0.001) of the cost of
the unperform	ned portion for every day of delay shall	be imposed. Once the cumulative amount of liquidated f contract, the Procuring Entity may rescind or terminate
the contract v	without prejudice to other courses of ac	ction and remedies available under the circumstances.
For goods plea	ase indicate brand, model and country of	origin.
In case of disc	crepancy between unit cost and total cost,	unit cost shall prevail.
 Please indicat NOTE: "Pro 	e warranty:	at the Philippine Government Electronic Procurement System
(Phi	IGEPS). You may visit the PhilGEPS w	ebsite at www. philgeps.gov.ph to register "
EMMA	JOY C NOLASCO	Outstalling On the Painted Name
	06 to 07 loc. 24052	Signature Over Printed Name (Supplier)
Contact Number	. 03334002432	(capping)

Procurement Form No. 04-A (Annex A) DSWD MIMAROPA REGION

Company Name
Company Address
Contact Person

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Field Office MiMaRoPa Region 1680 F.T. Benitez corner Malvar Sts., Malate, Manila

Note: Prospective supplier must be registered at the Phillippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at www.philgeps.gov.ph to register RFQ 2023-08-1150 Shopping-B

Date:	(should be filled up by supoplier
MOP: Shopping-B	
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Ne. Ory Unit PARTICULARS PARTICULARS Supply and Delivery of Office Supplies for Occidental Mindoro (2rd Quarter, 2023) Supply and Delivery of Office Supplies for Occidental Mindoro (2rd Quarter, 2023) Supply and Delivery of Office Supplies for Occidental Mindoro (2rd Quarter, 2023) Supply and Delivery of Office Supplies for Occidental Mindoro (2rd Quarter, 2023) Supplies Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Inc. Brother Ink LC3617 Palack Cartificate Holder, AA Size 210mm x 297mm (8.27 x 11.8) w/2 hanges for portrait or landscape onentations, Super Clear Transparency Certificate Holder, AA Size 210mm x 297mm (8.27 x 11.8) w/2 hanges for portrait or landscape onentations, Super Clear Transparency Certificate Holder, AA Size 210mm x 297mm (8.27 x 11.8) w/2 hanges for portrait or landscape onentations, Super Clear Transparency Document Brown Envelope (Kraft) - Legal, 125 Gsm , Size 10 x 15. Kraft Corrugated , Light Brown Document Brown Envelope (Kraft) - Legal, 125 Gsm , Size 10 x 15. Kraft Corrugated , Light Brown ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box, 8.5°x13" Alva Diece Folder, Transparency Folder, Pressboard, Size 240Mm x 370Mm (-5Mm) Clagal, white with green liming Folder, Pressboard, Size 240Mm x 370Mm (-5Mm) Light No.03 Size (Epson) Marker Flourescent, Yellow Marker Flourescent, Yellow Marker Flourescent, Yellow Marker, Whiteboard, Fine Point Black Refillable ***WHITTON FOLLOWS****	ontact N mail Ad- ompany	dress		<u>.</u> <u>.</u>			
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Samper Retractable (Brack) U-5 Nim Needle Profit, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink		Qty.	Unit	PARTICULARS	(Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY or "NOT COMPLY". "Failure to	Unit Cost	Total Cost
piece Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink Ink Carolina Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink Carolina Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink Carolina Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink Carolina Smooth Ink Loaf17 Cyan The smooth Ink Loaf17 Cyan Smooth Ink Loaf17 Magenta Smooth Ink Ink Loaf17 Magenta Smooth Ink Ink Loaf17 Magenta Smooth Ink							
1 24 piece Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink Ink C3617 Black Software Ink LC3617 Plack Software Ink LC3617 Cyan Brother Ink LC3617 Cyan Brother Ink LC3617 Cyan Brother Ink LC3617 Yellow Cartolina 20Pcs Per Pack, Assorted Colors; Size: 572mm x 724mm Cartificate Holder, A4 Size: 210mm x 297mm (8.27 x piece Size: 51 89) w/2 hangers for portrait or landscape orientations, Super Clear Transparency Corrictaet Holder, A4 Size: 210mm x 297mm (8.27 x piece Size: 51 89) w/2 hangers for portrait or landscape orientations, Super Clear Transparency Correction Tape, Individual Plastic, 8Mm To 10Mm In Size CUTTER KNIFE, heavy duty, metal case, 18x100mm Document Brown Envelope (Kraft) - Legal, 125 Gsm, Size: 51 x 15", Kraft Corrugated, Light Brown ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box, 8 5"x13" Clip (Legal), white with green lining Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining Folder, Tagboard, size: Long, 8.5"x13", white LUE, all purpose, gross weight: 200 grams min Ink, 003 Black (Epson) Bottle Ink, 003 Selack (Epson) Ink, 003 Magenta (Epson) Ink, 005 Black (Epson) Ink, 005 Black (Epson) Marker, Permanent Black, Bullet Type, Refillable Marker, Whiteboard, Fine Point Black Refillable	120	LOT1	SATE V				
2 15 cart Brother Ink LC3617 Cyan 3 9 cart Brother Ink LC3617 Cyan 4 9 cart Brother Ink LC3617 Magenta 5 9 cart Brother Ink LC3617 Yellow 6 7 pack Cartolina 20Pcs Per Pack, Assorted Colors; Size: 572mm 7 25 piece Carticate Holder, A4 Size: 210mm x 297mm (8.27 x 8 13 box Clip, Backfold, 19Mm, 12 Pieces Per Box 9 108 piece Clip, Backfold, 19Mm, 12 Pieces Per Box 10 1 piece Correction Tape, Individual Plastic, 8Mm To 10Mm In Size 11 30 piece Correction Tape, Individual Plastic, 8Mm To 10Mm In Size 12 6 box ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box, 8.5"x13" 13 14 box Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box 14 630 piece Folder, Tagboard, size Long, 8.5"x13", white 15 1440 piece Folder, Tagboard, size Long, 8.5"x13", white 16 4	1	24	piece	Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting			
4 9 cart Brother Ink LC3617 Magenta 5 9 cart Brother Ink LC3617 Yellow 6 7 pack X724mm Cartolina 20Pcs Per Pack, Assorted Colors; Size: 572mm X724mm Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency 8 13 box Clip, Backfold, 19Mm, 12 Pieces Per Box 9 108 piece Correction Tape, Individual Plastic, 8Mm To 10Mm In Size 10 1 piece CUTTER KNIFE, heavy duty, metal case, 18x100mm 11 30 piece Size: 10 X 15", Kraft Corrugated . Light Brown 12 6 box ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box, 8 5"x13" 13 14 box Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box 14 630 piece Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) 15 1440 piece Folder, Tagboard, size Long, 8.5"x13", white 16 4 jar GLUE, all purpose, gross weight: 200 grams min 17 9 bottle 18 4 bottle 19 4 bottle Ink, 003 Black (Epson) 19 4 bottle Ink, 003 Magenta (Epson) 20 4 bottle Ink, 003 Vellow (Epson) 21 84 bottle Ink, 003 Vellow (Epson) 22 102 piece Marila Paper 23 13 piece Marker, Permanent Black, Bullet Type, Refillable 25 7 piece Marker, Whiteboard, Fine Point Black Refillable	2	15	cart	Control of the same of the second of the sec			
5 9 cart Brother Ink LC3617 Yellow 6 7 pack 7 pack 7 25 piece 8 13 box Clip, Backfold, 19Mm, 12 Pieces Per Box 8 13 box Clip, Backfold, 19Mm, 12 Pieces Per Box 9 108 piece CUTTER KNIFE, heavy duty, metal case, 18x100mm 10 piece CUTTER KNIFE, heavy duty, metal case, 18x100mm 11 30 piece CUTTER KNIFE, heavy duty, metal case, 18x100mm 12 6 box doc, 100 pieces per box, 8.5"x13" 13 14 box Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box 14 630 piece Folder, Pressboard, Size 240Mm X 370Mm (-5Mm) (Legal), write with green lining 15 1440 piece Folder, Tagboard, size Long, 8.5"x13", white 16 4 jar GLUE, all purpose, gross weight: 200 grams min 17 9 bottle Ink, 003 CYAN (Epson) 18 4 bottle Ink, 003 CYAN (Epson) 19 4 bottle Ink, 003 Yellow (Epson) 20 4 bottle Ink, 003 Yellow (Epson) 21 84 bottle Ink, 003 Yellow (Epson) 22 102 piece Marker, Permanent Black, Bullet Type, Refillable Marker, Whiteboard, Fine Point Black Refillable Marker, Whiteboard, Fine Point Black Refillable	3	9	cart	Brother Ink LC3617 Cyan			
Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm 7 25 piece Crificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency 8 13 box Clip, Backfold, 19Mm, 12 Pieces Per Box 9 108 piece Correction Tape, Individual Plastic, 8Mm To 10Mm In Size 10 1 piece CUTTER KNIFE, heavy duty, metal case, 18x100mm Document Brown Envelope (Kraft) - Legal, 125 Gsm, Size: 10 X 15", Kraft Corrugated, Light Brown 11 30 piece Size: 10 X 15", Kraft Corrugated, Light Brown 12 6 box doc, 100 pieces per box, 8.5"x13" 13 14 box Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box 14 630 piece Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining 15 1440 piece Folder, Tagboard, size Long, 8.5"x13", white 16 4 jar GLUE, all purpose, gross weight: 200 grams min 17 9 bottle Ink, 003 Black (Epson) 18 4 bottle Ink, 003 CYAN (Epson) 19 4 bottle Ink, 003 Yellow (Epson) 20 4 bottle Ink, 003 Yellow (Epson) 21 84 bottle Ink, 003 Yellow (Epson) 22 102 piece Marker, Permanent Black, Bullet Type, Refillable 25 7 piece Marker, Whiteboard, Fine Point Black Refillable	4	9	cart	Brother Ink LC3617 Magenta			
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7 25 piece 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency 8 13 box Clip. Backfold, 19Mm, 12 Pieces Per Box 9 108 piece Correction Tape, Individual Plastic, 8Mm To 10Mm In Size 10 1 piece CUTTER KNIFE, heavy duty, metal case, 18x100mm 11 30 piece Document Brown Envelope (Kraft) - Legal, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown 12 6 box ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box, 8 5"x13" 13 14 box Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box 14 630 piece Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) 15 1440 piece Folder, Tagboard, size Long, 8.5"x13", white 16 4 jar GLUE, all purpose, gross weight: 200 grams min 17 9 bottle Ink, 003 Black (Epson) 18 4 bottle Ink, 003 CYAN (Epson) 19 4 bottle Ink, 003 Wagenta (Epson) 20 4 bottle Ink, 003 Yellow (Epson) 21 84 bottle Ink, 005 Black (Epson) 22 102 piece Marker Flourescent, Yellow 23 13 piece Marker, Permanent Black, Bullet Type, Refillable 25 7 piece Marker, Whiteboard, Fine Point Black Refillable	6	7	pack				
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Document Brown Envelope (Kraft) - Legal, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box, 8.5"x13" It box Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box Folder, Pressboard, Size 240Mm X 370Mm (-5Mm) (Legal), white with green lining folder, Tagboard, size Long, 8.5"x13", white GLUE, all purpose, gross weight: 200 grams min folder, Diece Ink, 003 Black (Epson) Ink, 003 CYAN (Epson) Ink, 003 Magenta (Epson) tottle Ink, 003 Yellow (Epson) tottle Ink, 005 Black (Epson) and bottle Ink, 005 Black (Epson) tottle Ink, 005 Black (Epson) marker Flourescent, Yellow Marker, Permanent Black, Bullet Type, Refillable Marker, Whiteboard, Fine Point Black Refillable	9	108	piece	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size			
12 6 box ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box., 8.5"x13" 13 14 box Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box 14 630 piece Folder, Pressboard, Size 240Mm X 370Mm (-5Mm) (Legal), white with green lining 15 1440 piece Folder, Tagboard, size Long, 8.5"x13", white 16 4 jar GLUE, all purpose, gross weight: 200 grams min 17 9 bottle Ink, 003 Black (Epson) 18 4 bottle Ink, 003 CYAN (Epson) 19 4 bottle Ink, 003 Magenta (Epson) 20 4 bottle Ink, 003 Yellow (Epson) 21 84 bottle Ink, 005 Black (Epson) 22 102 piece Mariker Flourescent, Yellow 23 13 piece Marker, Permanent Black, Bullet Type, Refillable 25 7 piece Marker, Whiteboard, Fine Point Black Refillable	10	1	piece	CUTTER KNIFE, heavy duty, metal case, 18x100mm			
doc, 100 pieces per box, 8.5"x13" 13 14 box Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box 14 630 piece Folder, Pressboard, Size 240Mm X 370Mm (-5Mm) (Legal), white with green lining 15 1440 piece Folder, Tagboard, size Long, 8.5"x13", white 16 4 jar GLUE, all purpose, gross weight: 200 grams min 17 9 bottle Ink, 003 Black (Epson) 18 4 bottle Ink, 003 CYAN (Epson) 19 4 bottle Ink, 003 Magenta (Epson) 20 4 bottle Ink, 003 Yellow (Epson) 21 84 bottle Ink, 005 Black (Epson) 22 102 piece Manila Paper 23 13 piece Marker Flourescent, Yellow 24 37 piece Marker, Permanent Black, Bullet Type, Refillable 25 7 piece Marker, Whiteboard, Fine Point Black Refillable	11	30	piece				
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21 84 bottle Ink, 005 Black (Epson) 22 102 piece Manila Paper 23 13 piece Marker Flourescent, Yellow 24 37 piece Marker, Permanent Black, Bullet Type, Refillable 25 7 piece Marker, Whiteboard, Fine Point Black Refillable	19	4	bottle	Ink, 003 Magenta (Epson)			
22 102 piece Manila Paper 23 13 piece Marker Flourescent, Yellow 24 37 piece Marker, Permanent Black, Bullet Type, Refillable 25 7 piece Marker, Whiteboard, Fine Point Black Refillable	20	4	bottle	Ink, 003 Yellow (Epson)			
23 13 piece Marker Flourescent, Yellow 24 37 piece Marker, Permanent Black, Bullet Type, Refillable 25 7 piece Marker, Whiteboard, Fine Point Black Refillable	21	84	bottle	Ink, 005 Black (Epson)			
24 37 piece Marker, Permanent Black, Bullet Type, Refillable 25 7 piece Marker, Whiteboard, Fine Point Black Refillable	22	102	piece	Manila Paper			
25 7 piece Marker, Whiteboard, Fine Point Black Refillable	23	13	piece	Marker Flourescent, Yellow			
	24	37	piece	Marker, Permanent Black, Bullet Type, Refillable			
****NOTHING FOLLOWS*****	25	7	piece	Marker, Whiteboard, Fine Point Black Refillable			
0.5.10112 5.405.17,				*****NOTHING FOLLOWS*****			
page 1 of 2 Note: Please specify brand model/origin .				page 1 of 2	Note: Please specify brand model/origin .		

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E: Supply and Delivery of Office Supplies for Occidental Mindoro (3rd Quarter, 2023)

PR No.

2023-08-1150 Shopping-B

VAT Non-VAT

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Field Office MiMaRoPa Region 1680 F.T. Benitez corner Malvar Sts., Malate, Manila

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS); You may visit the PHILGEPS website at www.philipps.gov.ph to register

Date:	(should be filled up by supoplier
MOP: Shopping-B	

Company Name	18
Company Address	1
Contact Person	17
Contact No.	:
Email Address	
Company TIN	
PhilGEPS Reg. No.	10

No.	Oty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either " <u>COMPLY</u> ". "Failure to indicate information could be basis for non-compliance."	Unit Cost	Total Cost
			Supply and Delivery of Office Supplies for Occidental Mindoro (3rd Quarter, 2023)			
26	1	piece	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind			
27	36	pad	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad			
28	1	piece	Official Record Book 300 Pages size 214 mmx 278mm (min)			
29	9	box	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)			
30	205	ream	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)			
31	106	ream	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)			
32	2	pack	Paper, Parchment, Size 210 X 297Mm, Multi-Purpose, 10 sheets/pack			
33	4	pack	Photopaper, A4: 10sheets/pack, 8.27"x11 69"			
34	10		Plastic Envelope , Long (Transparent)			
35	1	piece	Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity, Weight: 600 G, Dimension: 17Cm X 12Cm X 8Cm)			
36	35	piece	SCISSORS, symmetrical, heavy duty, blade length: 65mm, 1 piece in individual plastic			
37	175	piece	SIGNPEN BLACK ,0.5 mm, needle point, 9.9 mm diameter grip, black, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink,			
38	199	piece	SIGNPEN BLUE ,0.5 mm, needle point, 9.9 mm diameter grip, black, Capped Snap On, Quick-Drying, Smear-Resistant, dye based lnk,			
39	5	bottle	Stamp pad ink, purple;			
40	2	piece	Stamp pad, felt pad			
41	25	box	Staple Wire no 35, standard			
42	11	piece	Staple Wire Remover, stainless, Plier type; High quality			
43	50	piece	Stapler, Standard Type; load cap;200 taples min;1pc/box			
44	49	roll	Tape, MASKING; width: 24mm(1mm)			
45	30	roll	Tape, packaging; width: 24mm(1mm)			
46	127	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
47	2	piece	Whiteboard, 4x6			
48	13	piece	Storage Box, Plastic, 70 liters (flexi)			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Thirty Nine Thousand Two Hundred Fifty Six Pesos Only (Php239,256.00)	1.00		
	LOT 2		, 2222 200 M. (Managarana)			
1	14	piece	W1510X HP 151X 8lk Laserjet Toner Cartrdige, Page Yield 9,700 standard pages			
			NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Fifty Two Thousand Pesos Only (Php252,000.ge)	Note: Please specify brand model/origin .		

PURPOSE:	Supply and Delivery of Office Supplies for Occidental Mindoro (3rd Quarter, 2023)
PR No.:	2023-08-1150 Shopping-B

	VAT
	Non-VAT
(Signature over Printed name)	
Ownstan	