

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-21-10-1618

Sealed bids for quotation of prices will be received for the purchase of the following supplies, materials and equipment of the government to be opened on the date, place and time stated in **INSTRUCTION TO BIDDERS**.

ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
Delivery Term: (All Lots) Days upon receipt of P.O.					
Lot I COMPUTER SUPPLIES					
1	5	bots	Computer Ink - T6641	_____	_____
2	3	bots	Computer Ink - T6642	_____	_____
3	3	bots	Computer Ink - T6643	_____	_____
4	3	bots	Computer Ink - T6644	_____	_____
5	1	bots	HP728 Ink Cartridge – CYAN	_____	_____
6	1	bots	HP728 Ink Cartridge – MAGENTA	_____	_____
7	1	bots	HP728 Ink Cartridge – YELLOW	_____	_____
8	1	bots	HP728 Ink Cartridge – BLACK	_____	_____
9	3	cart	FX - 2175 ribbon cartridge	_____	_____
10	1	rolls	Plotter coated paper 80 gsm/2" core 36"X50 yards	_____	_____
11	1	box	Computer paper 3ply 11x14 7/8	_____	_____
			Sub-Total	_____	_____
Lot II OFFICE SUPPLIES					
1	10	pcs	Ballpen black	_____	_____
2	2	pcs	Calculator 12 Digits	_____	_____
3	20	pcs	Correction tape 8m x 5mm	_____	_____
4	3	ream	US Bond paper - long	_____	_____
5	3	ream	US Bond paper - short	_____	_____
6	5	pcs	Highlighter	_____	_____
			Sub-Total	_____	_____
Lot III JANITORIAL SUPPLIES					
1	30	bots	Ethyl Alcohol (500ml)70% solution	_____	_____
2	5	cans	Dish washing paste 300 mg	_____	_____
3	1	pcs	Broom (abaca)	_____	_____
			Sub-Total	_____	_____
PURPOSE:				T O T A L	_____
For use in the Office of the City Planning & Dev't. Coordinator.					_____

 Company Name / Business Name & Address

 Name / Signature of Representatives

 Form & Amount
 of Bid Security

