



Date: 22 July 2018

REQUEST FOR QUOTATION OF PRICES

Sir/Mam:

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 final offer. In the event that the price is acceptable, a properly 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 Department 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 and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the prices quoted must appear in the quotation.

QTY.	UNIT	PARTICULARS	AMOUNT
5	pack	BATTERY, size 3A, alkaline	QR 40.00
5	pack	BATTERY, Size 2A, alkaline	QR 40.00
15	btl	ALCOHOL, 70%, ethyl	QR 225.00
30	box	A4 BOND PAPER, 80gsm	QR 1,950.00
6	box	F4 BOND PAPER, 80gsm	QR 720.00
10	box	BINDER CLIP 3/4"/19MM	QR 15.00
10	box	BINDER CLIP 1"/25mm	QR 25.00
10	box	BINDER CLIP 41mm	QR 45.00
6	box	BINDER CLIP 41mm	QR 33.00
1	box	BROWN ENVELOPE 9X13", 250's	QR 90.00
1	box	BROWN ENVELOPE 10X15", 250's	QR 120.00
8	piece	FILING BOX 45MM	QR 40.00
40	piece	FILING BOX 70MM	QR 200.00
36	piece	GLUE PASTE UHU STICK 21G	QR 180.00
12	piece	GLUE PASTE UHU liquid	QR 48.00
2	box	HANGING FILE (Suspension file)	QR 150.00
5	pack	HIGHLIGHTER PEN, 3 pack	QR 60.00
1	box	A4 LAMINATING FILM (POUCH)	QR 44.00
3	piece	LOG BOOK FS 4QR	QR 45.00
2	box	ORDINARY BALLPEN FABER CASTEL BLACK/BLUE	QR 60.00
8	pack	FOLDER, clear plastic, L-type, A4 size,	QR 72.00
8	pack	FOLDER, clear plastic, L-type, legal siz	QR 76.00
5	box	ORDINARY BALLPEN CELLO BLACK/BLUE/RED (2black, 1 blue, 2 red)	QR 90.00
2	box	PAPER CLIP SMALL	QR 4.00
3	piece	PAPER CUTTER MEDIUM	QR 30.00
10	box	PAPER FASTENER, Metal	QR 70.00
6	pack	PAPER FOLDER LONG 50's	QR 330.00
12	piece	MARKING PEN, whiteboard, black	QR 15.00
12	piece	MARKING PEN, whiteboard, blue	QR 15.00
12	piece	MARKING PEN, whiteboard, red	QR 15.00
36	piece	MARKER, PENTEL PEN, permanent, black/blue 12each color	QR 45.00