|  |  |
| --- | --- |
| **REQUEST FOR QUOTATION (RFQ)** | Supplier’s Stamp/Signature: |
| Closing Date | : 24 May 2024 |
| Email Submission | : box10@belts.com.bn |
| BELTS Ref | : BELTS/HCCS/RFQ/2024/033 |
| Date of Submission | : Click here to enter text. |
| Supplier/Quote Ref | : Click here to enter text. |

|  |  |
| --- | --- |
| Company Name | **Click here to enter text.** |
| Address | **Click here to enter text.** |
| Phone | Office: **Click here to enter text.** Mobile: **Click here to enter text.** |

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Item Description** | **Delivery Period** | **Qty/UoM** | **Unit Price** | **Total Price** |
| **01** | PVC ARCH FILE 3 INCH F4 – LIGHT PINK | **2 WEEKS UPON ISSUANCE OF PO** | **30 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **02** | PVC ARCH FILE 3 INCH F4 – ORANGE | **50 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **03** | PVC ARCH FILE 3 INCH F4 – LIGHT BLUE | **30 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **04** | PVC ARCH FILE 3 INCH F4 – BLACK | **30 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **05** | PVC ARCH FILE 3 INCH F4 – LIGHT ORANGE | **30 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **06** | POST-IT 3” X 3” (COLOURFUL) | **20 BOX** | **Click here to enter text.** | **Click here to enter text.** |
| **07** | POST-IT 2” X 3”  | **100 EA**  | **Click here to enter text.** | **Click here to enter text.** |
| **08** | CUTTER (SMALL) | **20 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **09** | HARD COVER BOOK A5 | **30 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **10** | PAPER TRAY (3LAYER) | **10 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **11** | PLASTIC BINDING COVER (A4)  | **5 BOX** | **Click here to enter text.** | **Click here to enter text.** |
| **12** | STICKER PAPER (A4) | **10 BOX** | **Click here to enter text.** | **Click here to enter text.** |
| **13** | PLASTIC INDEX DIVIDER – 5 TAB  | **50 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **14** | PLASTIC INDEX DIVIDER – 10 TAB |  | **30 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **15** | PLASTIC INDEX DIVIDER – 12 TAB | **100 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **16** | PEN (BLUE) | **200 PCS** | **Click here to enter text.** | **Click here to enter text.** |
| **17** | UHU GLUE (40g) | **30 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **18** | STICKY NOTE(FLAG/ARROW) (1 SET = 5 COLOR) | **30 SET** | **Click here to enter text.** | **Click here to enter text.** |
| **19** | BINDER CLIP 51 MM (1 BOX = 12 PCS) | **30 BOX** | **Click here to enter text.** | **Click here to enter text.** |
| **20** | BINDER CLIP 25 MM (1 BOX = 12 PCS) | **50 BOX**  | **Click here to enter text.** | **Click here to enter text.** |
| **21** | STAPLES (BULLET) NO 10-1M (1 BIG BOX = 20 SMALL BOX) | **10 BIG BOX** | **Click here to enter text.** | **Click here to enter text.** |
| **22** | CLOTH TAPE 3 INCH – BLACK | **10 PCS** | **Click here to enter text.** | **Click here to enter text.** |
| **23** | RULER PLASTIC (LONG) | **30 PCS** | **Click here to enter text.** | **Click here to enter text.** |
| **24** | RULER PLASTIC (SHORT) | **20 PCS** | **Click here to enter text.** | **Click here to enter text.** |
| **25** | LOUIS CELLOTAPE (1 INCH RULER/BIG) | **30 EA** | **Click here to enter text.** | **Click here to enter text.** |
| **26** | DOUBLE SIDED TAPE (1 INCH/TISSUE) | **20 PCS** | **Click here to enter text.** | **Click here to enter text.** |
| **27** | LAMINATING FILM/PLASTIC - A3 | **2 BOX** | **Click here to enter text.** | **Click here to enter text.** |
| **28** | INSERT POCKET FILE PLASTIC / 11 HOLE | **20 BOX** | **Click here to enter text.** | **Click here to enter text.** |
| **MANDATORY**Suppliers are to provide with the Packaging Dimension,Measurement & Weight - in Standard measurement in Meter, Feet,Inches, Cm, Mm, Kg, GM | **TOTAL PRICE** | **Click here to enter text.** |
| Freight Term (EXW,CIF,ETC) | **Click here to enter text.** |
| Freight Charges (IF APPLICABLE) | **Click here to enter text.** |
| Any other charges please state | **Click here to enter text.** |
| **GRAND TOTAL** | **Click here to enter text.** |

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| Currency Code : | **BND** |
|  Price Validity(Minimum 9 Months) : | **Click here to enter text.** |
| Payment Terms : | **30 DAYS CREDIT** |
| Warranty : | **Click here to enter text.** |
| Mode of Delivery : | **Click here to enter text.** |
| Delivery Period : | **Click here to enter text.** |
| Country of Manufactured : | **Click here to enter text.** |
| Remarks: | **Click here to enter text.** |