**COST FORM**

**Small Purchase**

**Outreach, Planning & Grant Management Materials**

**Community Development Block Grant – Disaster Recovery**

**Foundation for Puerto Rico**

**2021-MP-18**

|  |  |
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| **Name of Supplier:** |       |

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| **Line Item** | **Quantity** | **Units** | **Unit Price** | **Total Price** |
| White paper(25,000 sheets) |  2 | Boxes | $      | $      |
| White paper(20,000 sheets) |  1 | Boxes | $      | $      |
| White paper(25,000 sheets) |  1 | Boxes | $      | $      |
| Dry erase Board | 2 | Each | $      | $      |
| Wooden Pencils | 5 | Packages | $      | $      |
| Pencil Sharpeners | 5 | Each | $      | $      |
| Sticky Notes | 28 | Packages | $      | $      |
| Sticky Notes | 10 | Packages | $      | $      |
| Sticky Notes | 4 | Packages | $      | $      |
| Ballpoint Pens | 6 | Boxes | $      | $      |
| Dry-Erase Starter Kit | 2 | Packages | $      | $      |
| Easels | 2 | Each | $      | $      |
| Paper Clips | 2 | Boxes | $      | $      |
| Index cards | 5 | Packages | $      | $      |
| ID labels | 10 | Packages | $      | $      |
| Clipboard | 2 | Packages | $      | $      |
| Folding table | 1 | Each | $      | $      |
| Stapler  | 2 | Each | $      | $      |
| Stapler Remover | 2 | Each | $      | $      |
| Tape | 1 | Packages | $      | $      |
| Tape dispenser | 2 | Each | $      | $      |
| Masking tape | 1 | Each | $      | $      |
| Notebooks | 6 | Each | $      | $      |
| Rubber bands | 2 | Packages | $      | $      |
| Scissors | 2 | Each | $      | $      |
| First aid kit | 2 | Each | $      | $      |
| Hand sanitizer | 20 | Each | $      | $      |
| Disinfecting Wipes | 10 | Packages | $      | $      |
| Disinfecting Spray | 6 | Bottles | $      | $      |
| Face mask | 10 | Boxes | $      | $      |
| Thermometer | 2 | Each | $      | $      |
| Projection Screen with Stand | 1 | Each | $      | $      |
| USB (Universal Serial Bus) | 1 | Each | $      | $      |
| Subtotal | N/A | N/A | N/A | $      |
| Tax | N/A | N/A | %      | $      |
| **Total Quote**  |  |  |  | **$** |
| **Notes on Cost Form:**1. *Items must be in stock or a lead time of no more than seven (7) days.*
2. *Item prices must include any shipping or additional costs associated with the product.*
3. *Payment terms: This procurement process is funded by a CDBG-DR grant allocated by the U.S. Department of Housing and Urban Development (HUD), via the Puerto Rico Department of Housing (PRDOH). Payment of invoices for the goods and/or services rendered will be based on the reimbursement of funds to Foundation for Puerto Rico (FPR) from PRDOH.*
4. *Any changes in products must be previously authorized by FPR.*
5. *Only input information in the designated gray boxes.*
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| Supplier’s Authorized Representative Signature |  | Date |
|       |  |  |
| Supplier’s Authorized Representative Printed Name |  |  |