



**OFFICE OF STUDENT AFFAIRS**  
**Request for Quotation**

Date: 20 May 2019  
 P.R. No. : 2019-05-0426

Company Name : \_\_\_\_\_  
 Address: \_\_\_\_\_

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith

**MARLYN D. BITON**  
 BAC, Chair

- Note :**
- All entries must be typewritten.
  - Delivery Period within \_\_\_\_\_ calendar days.
  - Warranty shall be for a period of six ( 6 ) months for supplies and materials, one ( 1 ) year for Equipment, from date of acceptance by the procuring entity.
  - Price validity shall be a period of 30 calendar days.
  - G-EPS Registration Certificate shall be attached upon submission of the Quotation.
  - Bidders shall submit Original Brochures showing certification of the product being offered (optional).
  - Mode of delivery: ( ) pick-up (schedule) ( ) Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	BID PRICE	TOTAL PRICE
		ESGP-PA - ( admin cost )				
	pcs	1. FLASH DRIVE 16 GB	40			
	pcs	2.FLASH DRIVE 32 GB	4			
		TES - ( admin cost )				
	pcs	1. FLASH DRIVE 16 GB	152			
	pcs	2. FLASH DRIVE 32 GB	2			
	pcs	3. NOTEBOOK stenographer 50 leaves 55 gsm	500			
	sets	4. MARKER FLOURESCENT 3- assorted color/set	437			
	pcs	5. SIGN PEN: BLACK 0.5 needle tip	283			
	pcs	BLUE 0.5 needle tip	233			
	pcs	RED 0.5 needle tip	198			
	pcs	6. CORRECTION TAPE individual plastic rubber	553			
		7. ORDINARY BALLPEN:				
	box	BLACK 50 pcs/box 0.5 needle tip	5			
	box	BLUE 50 pcs/box 0.5 needle tip	5			
	box	GREEN 50 pcs/box 0.5 needle tip	5			
	box	RED 50 pcs/box 0.5 needle tip	5			
	pcs	8. SIGN PEN GREEN 0.5 needle tip	180			
	pcs	9. CERTIFICATE HOLDER, A4 Size	250			
	pcs	10. EM-RG MEDAL REGULAR	100			
	sheet	11. SPECIALTY PAPER, GLOSSY AND MATTE PINK, A4size 10pcs/sheet	100			
	rolls	12. ACRYLIC YARN ASSORTED COLOR	12			
	pads	13. YELLOW PAPER legal size 100 pcs/pad	400			
	pcs	14. TARPAULIN 5x10	1			
		**nothing follows**				

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Canvassed By:

Authorized Canvasser

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date