

Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City
PROCUREMENT UNIT
Request for Quotation

PR #: 2019-08-0803
 Date: Aug. 13, 2019

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 representatives not later than _____ in the return envelope attached herewith

REYNILDO D. GARCIA
 BAC Chairman
 8/14/19

- Notes
- All entries must be typewritten.
 - Delivery Period within _____ calendar days upon receipt of Purchase Order.
 - 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-EPIS 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) [x] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	BID PRICE TOTAL AMOUNT
1	roll	ACETATE, thickness: 0.075mm (gauge #3)	2		
2	pack	CARTOLINA, Blue color, 20's/ pack	4		
3	pack	CARTOLINA, yellow color, 20's/ pack	4		
4	piece	CORRECTION TAPE, film base type, UL 6m min	30		
5	box	ENVELOPE, documentary, for A4 size document, 500's/box	2		
6	box	ENVELOPE, documentary, Legal, 500's/box	4		
7	box	ENVELOPE, Expanding kraftboard, for legal size documents, 100/box	2		
8	pack	FOLDER, Expanding, Legal size, 50's/pack	2		
9	pack	FOLDER, L-type, Legal, 50's/pack	2		
10	piece	GLUE, all purpose, 200 grams min.	4		
11	set	MARKER, fluorescent, 3 colors/jet, (asst'd.)	9		
12	piece	MARKING PEN, Whiteboard, bullet type, black	20		
13	piece	MARKING PEN, Whiteboard, bullet type, blue	20		
14	piece	MARKING PEN, Permanent, Bullet type, black	10		
15	piece	MARKING PEN, Permanent, Bullet type, blue	10		
16	pad	MARKING PEN, Permanent, Bullet type, blue	10		
17	pad	NOTEPAD, stick on (2" x 3"), 50x76mm min	40		
18	pad	NOTEPAD, stick on (3" x 4"), 50x76mm min	40		
19	ream	NOTEPAD, stick on (3" x 3"), 76mm x 76mm	40		
20	ream	PAPER, A4 size, sub. 24, yellow	30		
21	ream	PAPER, A4 size, sub. 24, green	30		
22	ream	PAPER, Multi-Purpose, 70gsm, (Legal)	24		
23	ream	PAPER, Multi-Purpose, 70gsm, (A4)	24		
24	book	RECORD BOOK, 300 pages, 214mmx278mm, min	10		
25	piece	SIGN PEN, Black liquid/gel ink, 0.5mm needle tip	36		
26	piece	SIGN PEN, Blue liquid/gel ink, 0.5mm needle tip	36		
27	piece	SIGN PEN, Red liquid/gel ink, 0.5mm needle tip	30		
28	roll	STAMP PAD INK, violet, 50ml	2		
29	roll	TAPE, transparent, 48mm 30 meters length	20		
		TAPE, transparent, 24mm 30 meters length	20		

*****NOTHING FOLLOWS*****
 After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Conferred By: _____

Printed Name / Signature

Tel. No. / Cellphone No.

Authorized Conveaser

TIN No. of Establishment

Date