

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

PR #: 2019-08-0854
 Date: Aug. 23, 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 representative not later than _____ in the return envelope attached herewith


REYNILLO D. GARCIA
 BAC Chairman

- Note**
1. All entries must be typewritten.
 2. Delivery Period within _____ calendar days upon receipt of Purchase Order.
 3. 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.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPIS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. 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	can	AIR FRESHENER, 280ml/can	15		
2	bottle	ALCOHOL, 70% (isopropyl) 500ml	72		
3	roll	ACETATE, thickness :0.075mm (gauge #3)	2		
4	piece	BALLPEN G2 0.5 Black, retractable	50		
5	box	BALLPEN, ordinary, Blue	37		
6	box	BALLPEN, ordinary, Black	36		
7	box	BALLPEN, ordinary, Red	6		
8	box	BALLPEN, ordinary, Green	5		
9	piece	CALCULATOR, 12 digit , solar battery	2		
10	unit	CALCULATOR, SCIENTIFIC, FX-991ES	1		
11	pick	CALLING CARD PAPER, A4, 250gsm 50sheets	3		
12	pack	CARTOLINA, Blue color, 20%/ pack	9		
13	piece	CERTIFICATE HOLDER, A4 size	250		
14	piece	CLEAR BOOK, legal size	12		
15	piece	CLEAR BOOK, A4 size	4		
16	box	CLIP backfold, 19mm, 12 1/2"/box, metal	14		
17	box	CLIP backfold 25mm 12 1/2"/box, metal	15		
18	box	CLIP backfold 32mm 12 1/2"/box, metal	11		
19	box	CLIP backfold 50mm 12'S/ box, metal	1		
20	piece	CLIPBOARD, plastic, 230mm X 160mm	5		
21	piece	CORRECTION TAPE, film base type, UL 6m min	568		
22	box	CRAYONS, 24 colors/box	100		
23	piece	CUTTER, retractable breakaway blades	4		
24	tube	CUTTER BLADE, for heavy duty cutter 10 1/2"/tube	2		
25	piece	CUTTER Knife, for general purpose	15		
26	piece	CUTTING MAT 18x18	2		
27	piece	DATA FILE BOX, made with chip-board with closed ends, (15.5x10x4.5)	24		
28	piece	DESK TRAY, metal, 3 layers	3		
29	piece	DOCUMENTS DESK TRAY	3		
30	piece	ERASER for whiteboard/b/lackboard	4		
31	piece	ERASER, Rubber for pencil draft	24		
32	piece	ENVELOPE, brown, -long size	100		
33	box	ENVELOPE, documentary, for A4 size document, 500's/box	5		
34	box	ENVELOPE, documentary, Legal, 500's/box	11		
35	box	ENVELOPE, EXPANDING kraftboard, for legal size documents, 100/box	4		
36	box	ENVELOPE, EXPANDING green, for legal size, 100's/box	2		
37	piece	ENVELOPE, Plastic, A4 size	15		
38	piece	ENVELOPE, Plastic, Legal size	15		
39	piece	ENVELOPE Kraft, legal size	20		
40	box	ENVELOPE, mailing, 500's/box, 80 gsm. (legal), white	2		
41	box	FASTENER, for paper, plastic colored. 50 sets per box	23		
42	piece	FOLDER, brown, Legal size	100		
43	pack	FOLDER, L-type, A4, 50's/pack	1		

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	BID PRICE TOTAL AMOUNT
44	pack	FOLDER, L-type, Legal, 50's/pack	1		
45	box	FOLDER, press board size 240mmx370mm (-5mm), 100's/box	1		
46	box	FOLDER tagboard, legal size, 100's/box	4		
47	pack	FOLDER tagboard, A4 size, 100's/pack	1		
48	piece	FOLDER, kraft, long size	110		
49	pack	FOLDER, with tab, Legal size, 1 pack, 100 pcs/pack	3		
50	pack	FOLDER, arch file, legal size, capacity 55mm, 285x315x75	12		
51	piece	GLUE, all purpose, 200 grams min.	10		
52	bot.	GLUE, all purpose, 300 grams min.	2		
53	box	INDEX TAB, self adhesive, 5 set/box, assorted colors	1		
54	piece	MANILA PAPER	30		
55	set	MARKER, fluorescent, 3 colors/set, asstd.	470		
56	piece	MARKING PEN, Whiteboard, bullet type, black	87		
57	piece	MARKING PEN, Whiteboard, bullet type, blue	19		
58	piece	MARKING PEN, Whiteboard, bullet type, red	3		
59	piece	MARKING PEN, Permanent, Bullet type, black	48		
60	box	MARKING PEN, whiteboard, bullet type, red, 12's/box	3		
61	box	MARKING PEN, whiteboard, bullet type, blue, 12's/box	6		
62	box	MARKING PEN, permanent, bullet type, black, 12's/box	1		
63	box	MARKING PEN, permanent, bullet type, blue, 12's/box	1		
64	pad	NOTEPAD, stick on (1" x 1/2"), 5 1/8x38mm, 100's/pad	10		
65	pad	NOTEPAD, stick on (2" x 3"), 50x76mm min	47		
66	pad	NOTEPAD, stick on (3" x 3"), 76mm x 76mm	82		
67	pad	NOTEPAD, stick on (3" x 4"), 50x76mm min	46		
68	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	500		
69	piece	NOTEBOOKS	60		
70	ream	PAPER, A4 size, sub. 24, yellow	40		
71	ream	PAPER, A4 size, sub. 24, green	42		
72	pack	PAPER, (A3), green, 70gsm	2		
73	ream	PAPER, white mimeo sub18, A4	18		
74	ream	PAPER, Multi-Purpose, 70gsm, (Legal)	83		
75	ream	PAPER, Multi-Purpose, 70gsm, (A4)	167		
76	ream	PAPER, Multicopy, 80gsm, (Legal)	20		
77	box	PAPER CLIP, vinyl/plastic coated, 32mm, 100-146/box	8		
78	box	PAPER CLIP, vinyl/plastic coated, 33mm, 100-146/box	10		
79	box	PAPER CLIP, vinyl/plastic coated, 50mm, 100-146/box	10		
80	box	PENCIL, LEAD w/ eraser wood case, hardness:HB 12's/box	16		
81	piece	PENCIL SHARPENER, ordinary	12		
82	piece	PENCIL SHARPENER, manual, single cutter head	1		
83	pack	POST IT FLAGS, " SIGN HERE" sttd. colors	10		
84	piece	PUNCHER Paper, heavy duty with two hole guide, 1 piece individual plastic	4		
85	piece	PUSH PIN (colored)	6		
86	bundle	RING BINDER, Plastic, 80rings, plastic, 32mmx1.12m	1		
87	book	RECORD BOOK, 300 pages, 3.14mmx278mm, min	17		
88	book	RECORD BOOK, (Official) 500 pages, 215mmx276mm, 55gsm	10		
89	box	RUBBER BAND, 70mm min lay flat length (#18)	1		
90	piece	RULER, 12"	2		
91	piece	RULER, stainless steel, 30cm/11.81"	1		
92	piece	RULER, plastic, 450mm (18"), width: 38mm min	4		
93	pair	SCISSORS, 6"	158		
94	pair	SCISSORS, 8", stainless steel	3		
95	piece	SIGN PEN, Black liquid/gel ink, 0.5mm needle tip	333		
96	piece	SIGN PEN, Blue liquid/gel ink, 0.5mm needle tip	283		
97	piece	SIGN PEN, Red, liquid/gel ink, 0.5mm needle tip	208		
98	piece	SIGN PEN, Green, liquid/gel ink, 0.5mm needle tip	180		
99	piece	SIGN PEN (0.3) Blue	25		
100	piece	SIGN PEN (0.3) Black	25		
101	piece	SIGN PEN (0.4) blue	25		
102	piece	SIGN PEN (0.4) black	25		
103	pack	SPECIAL PAPER (long size), 10's/pack	12		
104	bottle	STAMP PAD INK, violet, 50ml	11		
105	piece	STAMP PAD felt pad, min 60mm x 100mm	5		
106	box	STAPLE WIRE, STANDARD (26/6)	8		
107	box	STAPLE WIRE, FOR HEAVY DUTY STAPLER, (23/13)	4		
108	piece	STAPLER with remover, plier type	9		
109	piece	STAPLE remover, plier type	3		
110	piece	STAPLE remover claw type	4		
111	piece	STAPLER, standard type, load cap: 200 staples min	11		
112	piece	STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper	2		
113	pad	STICKY NOTES, film index, 1 1/2 x 2.51 x 38mm	10		
114	pack	STICKER PAPER, A4 size, 10's/pack	20		

