



Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Maharlika, Bislig City

REQUEST FOR QUOTATION

Company Name : _____
 Address: _____
 PR #: 2019-09-211
 DATE: 06/29/2019

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 2 days in the return envelope attached herewith


ARCHIE VILAFRAZER
 BAF Chairman

- Note :
- All entries must be typewritten.
 - Delivery Period within 2 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.
 - C-ERS 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	ream	Bond Paper, A4 size Sub 20 .	50		
2	ream	Bond Paper, Long Sub 20 .	50		
3	ream	Bond Paper, A4 size (Yellow)	50		
4	ream	Bond Paper, A4 size (Green)	50		
5	pcs	Expanded Envelope Colored Long Size Plastic	50		
6	pcs	Expanding Folder (Green) Long Size with Tab *****Nothing Follow*****	50		
PURPOSE: <i>Provision for Office Supplies - Fourth Quarter</i>					

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 _____
 PHILGEPS REGISTRATION NUMBER _____