



# University of Southeastern Philippines

Tagum-Mabini Campus

## Request for Quotation

Date: 09/24/20  
PR No: 2820-09-20

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

**REMEGIO G. DUYAN, JR.**  
BAC CHAIRMAN

- Note :
1. All entries must be typewritten.
  2. Delivery Period within \_\_\_\_\_ calendar days.
  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-EPS 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) ( ) Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	A B C per unit	BID PRICE	
					UNIT PRICE	TOTAL PRICE
<b>OFFICE AND OTHER SUPPLIES</b>						
1	set	Keyboard & Mouse (Combo), USB	2	₱ 495.00	P _____	P _____
2	unit	PRINTER, Inkjet, Color (3-in-1), L3110	1	₱ 9,350.00	P _____	P _____
		***Nothing Follows***				
					<b>TOTAL</b>	P _____
<b>For Admin and Planning use - Fund 101.</b>						

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

Canvassed By: ROSALINO G. PALO, JR.  
Authorized Canvasser

Printed Name / Signature \_\_\_\_\_

Tel. No. / Cellphone No. \_\_\_\_\_

TIN No. of Establishment \_\_\_\_\_

Date \_\_\_\_\_

Form No.	: FM-USEP-PUR-05
Issue Status	: 2018-
Revision No.	: 00
Date Effective	: 10 October 2016
Approved by	: President

**WE BUILD DREAMS WITHOUT LIMITS**

Address: University of Southeastern Philippines  
Tagum-Mabini Campus, Brgy. Apokon  
Tagum City, Philippines 8100

Telephone: (084) 218-0998 local 501  
Website: www.usep.edu.ph  
Email: useptagum@usep.edu.ph



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**University of Southeastern Philippines**  
Tagum-Mabini Campus  
**Request for Quotation**

Date: 09/24/20  
PR No: 2020-09-205

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

*[Signature]*  
**REMEGIO G. DUVAN, JR.**  
BAC CHAIRMAN

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4. Price validity shall be a period of 30 calendar days.  
5. G-EPS 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) ( ) Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	A B C per unit	BID PRICE	
					UNIT PRICE	TOTAL PRICE
<b>OFFICE AND OTHER SUPPLIES</b>						
1	cart	Cassette Ribbon, Electronic Typewriter (Brother, GX6750)	5	P 1,210.00	P _____	P _____
2	cart	Correction Tape, Electronic Typewriter (Brother, GX6750)	5	P 357.50	P _____	P _____
***Nothing Follows***						
					<b>TOTAL</b>	P _____
<b>For Admin and Planning use - Fund 101.</b>						

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

Canvassed By:  
ROSALINO G. PALO, JR.  
Authorized Canvasser

\_\_\_\_\_  
Printed Name / Signature  
\_\_\_\_\_  
Tel. No. / Cellphone No.  
\_\_\_\_\_  
TIN No. of Establishment  
\_\_\_\_\_  
Date

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Approved by	: President



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**University of Southeastern Philippines**  
 Tagum-Mabini Campus  
**Request for Quotation**

Date: 09/24/20  
 PR No: 2020-109-203

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

REMEGIC G. DUYAN, JR.  
 BAC CHAIRMAN

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  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-EPS 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) ( ) Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	A B C per unit	BID PRICE	
					UNIT PRICE	TOTAL PRICE
<b>OFFICE AND OTHER SUPPLIES</b>						
1	cart	INK CART, EPSON 003, Black	10	₱ 352.00	P _____	P _____
2	cart	INK CART, EPSON 003, Cyan	5	₱ 352.00	P _____	P _____
3	cart	INK CART, EPSON 003, Magenta	5	₱ 352.00	P _____	P _____
4	cart	INK CART, EPSON 003, Yellow	5	₱ 352.00	P _____	P _____
5	bot	INK for SELF-INKING STAMP, black (30ml) LCT	15	₱ 82.50	P _____	P _____
		***Nothing Follows***				
					<b>TOTAL</b>	P _____
<b>For Admin and Planning use - Fund 101.</b>						

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

Canvassed By:  
ROSALINO G. PALO, JR.  
 Authorized Canvasser

\_\_\_\_\_  
 Printed Name / Signature

\_\_\_\_\_  
 Tel. No. / Cellphone No.

\_\_\_\_\_  
 TIN No. of Establishment

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 Email: useptagum@usep.edu.ph





**University of Southeastern Philippines**  
 Tagum-Mabini Campus  
**Request for Quotation**

Date: 09/24/20  
 PR No: 2020-09-25

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

**REMEGIO G. DUYAN, JR.**  
 BAC CHAIRMAN

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  6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
  7. Mode of delivery: ( ) pick-up (schedule) ( ) Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	A B C per unit	BID PRICE	
					UNIT PRICE	TOTAL PRICE
<b>OFFICE AND OTHER SUPPLIES</b>						
1	unit	Fire Extinguisher (refill)	300	P 110.00	P _____	P _____
		***Nothing Follows***				
					<b>TOTAL</b>	P _____
<b>For Admin and Planning use - Fund 101.</b>						

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

Canvassed By:  
ROSALINO G. PALO, JR.  
 Authorized Canvasser

\_\_\_\_\_  
 Printed Name / Signature

\_\_\_\_\_  
 Tel. No. / Cellphone No.

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