



Republic of the Philippines
University of Southeastern Philippines
 Obrero Campus, Bn. Obrero Davao City

**Knowledge & Technology Transfer Division
 Request for Quotation**

PR # 2020-10-2163
 Date: 10-08-2020

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

DR. REYNILDO GARCIA
 BAC Chair
 14 Oct. 2020

- Note :**
- 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	reams	Paper, Multicopy, A4, Green	30		
2	reams	Paper, Multicopy, A4, Yellow	30		
3	reams	Paper for PPC (Plain Paper Copiers) A4 (8.27 x 11.69 inches) Size	10		
4	pack	Sticker Paper A4	10		
5	piece	SIGN PEN, BLACK, liquid/gel ink, 0.4mm needle tip	30		
6	piece	SIGN PEN, BLUE, liquid/gel ink, 0.4mm needle tip	20		
7	piece	SIGN PEN, RED, liquid/gel ink, 0.4mm needle tip	5		
8	set	Gelpen My Gel 10 pcs Assorted 0.4	3		
9	piece	Arch File 2 rings 3" Vertical/Data Folder, Size:Long 13.5"L x 11"W	5		
10	pack	UK Office Glue Gun Refill Big Clear 4 pcs per pack 8"	20		
11	set	GTK Cable Tie Nylon 50's	4		
12	pack	Battery E91 AA Black	20		
13	pack	Battery LR03 E92/BP4 AAA 4 pcs per pack	15		
14	piece	Plus Correction Tape WH605 /WH615 White/ 5mm x 6m	40		
15	set	Plus Correction Tape WH605 Refill 4 pcs per pack 5mm x 6m	40		
16	set	Highlighter marker fluorescent, 3 colors per set (assorted)	20		
17	pad	3M Post-it Flag 680 Sign Here Yellow 25 x43mm	5		
18	pcs	Dating and Stamping Machine, heavy duty	3		
19	piece	Ruler Stainless Steel, 1 meter	1		
20	piece	Ruler, Transparent, 1 meter	1		
21	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	1		
22	box	STAPLE WIRE, STANDARD #35 (26/6)	3		
23	box	Binder CLIP BACKFOLD, 25mm	5		
24	box	Binder CLIP BACKFOLD, 32mm	5		
25	box	Binder CLIP BACKFOLD, 50mm	5		
26	piece	MARKER, WHITEBOARD (Red, Blue, Black) 10 pcs. per color	10		
27	can	AIR FRESHENER, aerosol, 280ml / 150g min	5		
28	piece	Flourescent Tube 40 watts	3		
29	box	3Ply Disposable Surgical Mask, 50 pcs/box	10		
30	pack	Vellum paper Board 220gsm - SHORT (20 pcs/pack)	20		
31	reams	Brochure Paper gloves 100gsm/250sheets	5		
32	piece	Tiger Glue Gun TB16 B Big Black 40 Watts	2		
33	piece	RULER, plastic, 450mm, 1 piece in individual plastic, transparent	5		

34	piece	Magnite Double Black Legal	1	
35	piece	Jodric Clear Book Refillable #82720 27H Black Legal/20/cs	5	
36	roll	Duct Tape Silver 48mm x 10m	5	
37	roll	Double Sided Tape White 24mm x 10m	3	
38	set	Sonoma acrylic Brochure Holder 2 sides 4.5 x 10	3	
39	set	Sonoma Acrylic Brochure Holder Clear 4 1/2 x 9 xxxxxx nothing follows xxxxxx	3	

After having carefully read and accepted your General Conditions, 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