

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

PR NO.: 2020-11-2284
 DATE: November 26, 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

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

REYNILDA GARCIA
 BAC Chairman

27 Nov. 2020

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	BID PRICE	TOTAL AMOUNT
1	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	174			
2	pcs	ARCH FEE, 2 rings, Legal size, red	10			
3	pcs	ARCH FILE (legal size, color black)	15			
4	box	BALLPEN, black (50pcs/box)	2			
5	pcs	BATTERY, drycell, AAA	10			
6	pack	BOARD PAPER, A4, 200gsm, 10% / pack	20			
7	pcs	CLEARBOOK, A4 size	5			
8	box	CLIP, backfold, 50mm	18			
9	box	CLIP, backfold, 32mm	10			
10	box	CLIP, backfold, 40mm	7			
11	pcs	CORRECTION TAPE, refillable, WH 605	44			
12	pcs	CORRECTION TAPE, refill for WH 605	80			
13	pcs	DATA FILE BOX, legal size	10			
14	box	ENVELOPE, expanding, kraftboard, legal size document, 100 pieces per box	2			
15	box	FASTENER, metal, 70mm	5			
16	bottle	HAND SANITIZER with pump, 175ml	15			
17	box	STAPLER, heavy duty w/remover	3			
18	pack	LAMINATING PLASTIC, (A4 size)	5			
19	pcs	NOTE PAD, stick on, 3" x 3", 100% / pad	3			
20	pkg	BATTERY, rechargeable, AAA (pack of 4 pcs)	10			
21	box	PAPER CLIP, 50mm, 100pcs/box	4			
22	ream	PAPER, multi-purpose (copy) A4, 70gsm	5			
23	ream	PAPER, multi-purpose (copy) legal, 70gsm	35			
24	ream	PAPER, multi-purpose (green) A4, subs 24	15			
25	ream	PAPER, multi-purpose (yellow) A4, subs 24	11			
27	pcs	TAPE DISPENSER with cutter	5			
28	pack	PHOTO PAPER, A4 size, 180gsm, 20% / pack	40			
29	pcs	STICKY NOTES with sign here	51			
30	pcs	SCISSOR, 8"	2			
31	pcs	STAMP PAD, felt pad, min 60mm x 100mm	1			
32	pcs	SIGN PEN, blue, liquid/gel ink, (0.7mm)	32			
33	pcs	SIGN PEN, red, liquid/gel ink, (0.7mm)	30			
34	pcs	SIGN PEN, black, liquid/gel ink (0.7mm)	30			
35	pcs	sign pen, black, liquid/gel ink, 0.5mm needle tip	45			
36	pcs	sign pen, blue, liquid/gel ink, 0.5mm needle tip	85			
37	pcs	sign pen, red, liquid/gel ink, 0.5 mm needle tip	20			
38	pack	SPECIALTY CERTIFICATE PAPER, A4, 20 sheets / pack	10			
39	box	STAPLE WIRE standard	7			
40	pcs	TAPE, mas king, width: 48mm (+mm)	10			
41	pack	TOILET TISSUE PAPER 2-ply (100%) recycled	5			
42	pack	VELLUM BOARD, short size, 200gsm 10pcs/pack	30			
43	pack	WRAPPING PAPER, kraft, 65gsm (-5%)	10			
44	bottle	FURNITURE CLEANER, 900ml	4			
45	bottle	AIR FRESHENER, aerosol, 280ml/150min	1			
46	pcs	BAG, all cotton, 32 piece/kilo/bundle	30			
47	pack	TRASHBAG, gpp spec, black, 940mm x 1015mm, 10% / pack	1			
		nothing to follow				
		GRAND TOTAL				

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

Canvased By: _____
 Authorized Canvaser
 Printed Name / Signature
 Tel. No. / Cellphone No.
 TIN No. of Establishment
 Date