



Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City

OFFICE OF STUDENT AFFAIRS AND SERVICES

Request for Quotation

P.R No. 2020-11-2273
 Date : 27 Nov. 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

REYNIL D. GARCIA
 SAC, Chairman

27 Nov. 2020

- 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. | BID PRICE | |
|----------|---------|---|------|------------|-------------|
| | | | | UNIT PRICE | TOTAL PRICE |
| 1 | pc | 4 way gang mains safety socket (extension cord) 10m | 1 | | |
| 2 | pcs | Adaptor socket | 4 | | |
| 3 | bot | ALCOHOL, ethyl, 70%, scented, 500ml | 20 | | |
| 4 | pcks | Battery, dry cell, AA, 2 pcs. Per blister pack | 10 | | |
| 5 | pcks | Battery, dry cell, AAA, 2 pcs. Per blister pack | 10 | | |
| 6 | reams | Bond paper, colored, green, A4 size (sub 24) | 6 | | |
| 7 | reams | Bond paper, colored, yellow, A4 size (sub 24) | 6 | | |
| 8 | boxes | Clip, backfold, all metal, clamping: 19mm (-1mm) | 30 | | |
| 9 | boxes | Clip, backfold, all metal, clamping: 25mm (-1mm) | 30 | | |
| 10 | pcs | Correction tape, film base type, UL 6m min | 15 | | |
| 11 | pcs | Cutter knife, for general purpose | 2 | | |
| 12 | pcs | Data Folder, made of chipboard, taglia lock | 5 | | |
| 13 | boxes | Envelope, documentary, for legal size document | 4 | | |
| 14 | pcs | Envelope, Expanding, Plastic 0.50mm thickness min | 20 | | |
| 15 | pcs | File Organizer, expanding plastic, 12 pockets | 10 | | |
| 16 | sets | File Tab Divider, bristol board, for A4 | 50 | | |
| 17 | sets | File Tab Divider, bristol board, for Legal | 50 | | |
| 18 | bundles | Folder, Fancy, for A4 size documents | 2 | | |
| 19 | bundles | Folder, Fancy, for Legal size documents | 3 | | |
| 20 | cans | Furniture Cleaner, aerosol type, 300ml min per can | 10 | | |
| 21 | pcks | Folder, Tagboard, for Legal size documents | 2 | | |
| 22 | boxes | Gel Pen, black, 0.5mm (Pilot) | 10 | | |
| 23 | boxes | Gel Pen, blue, 0.5mm (Pilot) | 10 | | |
| 24 | boxes | Gel Pen, green, 0.5mm (Pilot) | 10 | | |
| 25 | jars | GLUE, all purpose, gross weight: 200 grams min | 20 | | |
| 26 | carts | INK CART, BROTHER BT5000C, CYAN | 18 | | |
| 27 | carts | INK CART, BROTHER BT5000M, MAGENTA | 18 | | |
| 28 | carts | INK CART, BROTHER BT5000Y, YELLOW | 18 | | |
| 29 | carts | INK CART, BROTHER BT5000B, BLACK | 20 | | |
| 30 | pcs | Magazine File Box, Large size, made of chipboard | 2 | | |
| 31 | pcs | MARKER, permanent, bullet type, black | 5 | | |
| 32 | pcs | MARKER, permanent, bullet type, blue | 5 | | |

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



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| | | | | UNIT PRICE | TOTAL PRICE |
| 33 | pcs | MOPHEAD, made of rayon, weight 400 grams min | 5 | | |
| 34 | pads | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min | 15 | | |
| 35 | pads | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min | 10 | | |
| 36 | pads | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min | 10 | | |
| 37 | boxes | Paper Clip, vinyl/plastic coat, length: 32mm min | 15 | | |
| 38 | boxes | Paper Clip, vinyl/plastic coat, length: 48mm min | 10 | | |
| 39 | reams | PAPER, Multi-purpose (copy) 8.5 x 11' , 70 gsm | 20 | | |
| 40 | reams | PAPER, Multi-purpose (copy) A4, 70 gsm | 20 | | |
| 41 | reams | PAPER, Multi-purpose (copy) Legal, 70 gsm | 20 | | |
| 42 | boxes | Pencil, lead w/ eraser, wood cased, hardness: HB | 20 | | |
| 43 | reams | Photo Paper, A4, 230 gsm | 10 | | |
| 44 | boxes | Push Pins | 10 | | |
| 45 | books | Record Book, 300 pages, size: 214 mm x 278mm min | 3 | | |
| 46 | pcs | Sign Pen, black, liquid/gel ink, 0.5mm needle tip | 5 | | |
| 47 | pcs | Sign Pen, blue, liquid/gel ink, 0.5mm needle tip | 5 | | |
| 48 | boxes | Staple Wire, standard, (26/6) | 20 | | |
| 49 | pc | Staple Remover, Piler-Type | 1 | | |
| 50 | pcs | Tape Dispenser, Table Top for 24mm width tape | 2 | | |
| 51 | rolls | Tape Transparent width 48mm | 3 | | |
| 52 | rolls | Tape, Masking width 24mm | 3 | | |
| 53 | rolls | Tape, Packaging width 48mm (-1mm) | 10 | | |
| 54 | rolls | Tape, Transparent width 24mm (-1mm) | 9 | | |
| 55 | rolls | Toilet Tissue Paper 2 plys sheets, 150 pulls (12's) | 9 | | |
| | | ***nothing follows*** | | | |
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