

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

PR NO.: 2021-03-103
DATE: MARCH 3, 2021

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

REYNILO D GARCIA
 BAC Chairman

15 March 2021

- 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-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 AMOUNT
1	piece	3 ring binder 3.5" (+/-0.05") thickness Plastic Vinyl Cover w/lamination Plastic Pocket front and back and side, Long, blue	200		
2	book	ACCESSION RECORD BOOK	4		
3	rolls	ACETATE, thickness: 0.075mm min (gauge #3)	2		
4	bottle	ALCOHOL, Ethyl, 68%-70%, 500ml (-5ml), scented	120		
5	gal	ALCOHOL, Ethyl, 68%-70%, scented	6		
6	bottle	ALCOHOL, Ethyl, 68%-72%, 500mL	250		
7	gal	ALCOHOL, Ethyl, 68%-72%, Gallon	40		
8	piece	Arch File, Folder, Hard cover, Long, Red	12		
9	piece	Arch File, Folder, Long, Green	10		
10	piece	Arch File, Folder, A4 size, Green	5		
11	piece	Balikbayan Box 300LBS Brown 20 x 20 x 20	5		
12	piece	BALLPOINT PEN, BLACK 0.50	300		
13	piece	BALLPOINT PEN, BLUE 0.50	300		
14	piece	BALLPOINT PEN, RED, 0.50	300		
15	box	BALLPOINT PEN, black,supergrip, 0.50 G2,retractable	6		
16	box	BALLPOINT PEN, blue,supergrip, 0.50 G2,retractable	11		
17	piece	BATTERY CHARGER, 4 SLOTS, AA	4		
18	piece	BATTERY CHARGER, 4 SLOTS, AAA	5		
19	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	80		
20	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	92		
21	pack	BATTERY, SIZE AA, Rechargeable, 4 pcs/pack	10		
22	pack	BATTERY, SIZE AAA, Rechargeable, 4 pcs/pack	5		
23	ream	BINDING COVER, A4 size, 200 mic, clear	10		
24	ream	BINDING COVER, legal size, 200 mic	10		
25	pack	BOARD PAPER, A4, Golden Yellow, 10pcs/pack, 200gsm	40		
26	pack	BOARD PAPER, long, Yellow, 10 pcs/pack, 200gsm	40		
27	unit	CALCULATOR, compact, 12 digits	10		
28	unit	CALCULATOR, Financial	10		
29	pack	CARTOLINA, assorted colors, 20pcs/pack	10		
30	piece	CERTIFICATE HOLDER, A4	20		
31	piece	CERTIFICATE HOLDER, Legal	20		
32	piece	CERTIFICATE HOLDER, Short	10		
33	box	CHALK, molded, white, dustless, length: 78mm min	20		
34	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	40		
35	piece	CLEARBOOK, A4	5		
36	box	CLIP, BACKFOLD, all metal, clamping : 32mm (-1mm)	40		
37	box	CLIP, BACKFOLD, all metal, clamping : 50mm (-1mm)	40		
38	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	60		
39	pack	CONSTRUCTION PAPER, A4, assorted colors, 20s/pack	20		
40	box	CONTINUOUS FORM, 3 PLY, 280 x 241 mm, carbonless	10		
41	box	CONTINUOUS FORM, 3 PLY, 280 x 378 mm, carbonless	10		
42	piece	CORRECTION TAPE, film base type, UL 6m min	300		
43	piece	CORRECTION TAPE, refillable with case	20		
44	box	CORRECTION TAPE, WH-605 refill, 10pcs/box	5		
45	tube	CUTTER BLADE, for heavy duty cutter	16		
46	piece	CUTTER KNIFE, heavy duty, general purpose	21		
47	box	DATA FILE BOX, made of chipboard, with closed ends	55		
		Sub-Total			

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
		Forwarded balance			
48	piece	DATA FOLDER, made of chipboard, taglia lock	30		
49	piece	DATING AND STAMPING MACHINE, heavy duty	10		
50	piece	DESK FILE ORGANIZER, 3 layer trays	6		
51	piece	Document File Storage Box (A3 size)	2		
52	roll	DUCK TAPE, black/grey, 48mm x 50, 2mm	4		
53	box	ENVELOPE, EXPANDING, Brown, A4 size, 100 pcs per box	5		
54	box	ENVELOPE, EXPANDING, Brown, legal size, 100 pcs per box	6		
55	piece	ENVELOPE, EXPANDING, with garter, long,	65		
56	box	ENVELOPE, BROWN, A4 size, 100 pcs per box	6		
57	box	ENVELOPE, BROWN, Legal size, 100 pcs per box	15		
58	box	ENVELOPE, BROWN, Short size, 100 pcs per box	6		
59	box	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	35		
60	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	66		
61	box	ENVELOPE, MAILING, white, with window	6		
62	box	ENVELOPE, MAILING,white, 70gsm	6		
63	pack	ENVELOPE, transparent L type long	10		
64	pack	ENVELOPE, transparent L type short	10		
65	piece	ERASER, rubber, branded	41		
66	piece	ERASER,FELT, for blackboard/whiteboard	30		
67	box	FASTENER, METAL, 70mm between prongs	50		
68	box	FASTENER, Metal, extra long	6		
69	box	FASTENER, PLASTIC, 5" thick x 7 cm hole to hole	24		
70	piece	FILE ORGANIZER, expanding, Legal, plastic, 12 pockets	15		
71	piece	FILE ORGANIZER, Legal	20		
72	set	FILE TAB DIVIDER, bristol board, for A4	20		
73	set	FILE TAB DIVIDER, bristol board, for legal	27		
74	bottle	Flash ink refill (for self inking stamp) 10ml	2		
75	piece	FOLDER Brown, for A4 size	150		
76	piece	FOLDER Brown, for legal size	291		
77	piece	FOLDER Brown, for Letter size	140		
78	piece	FOLDER, EXPANDING, Legal, blue	40		
79	piece	FOLDER, EXPANDING, Legal, green, thick	125		
80	piece	FOLDER, EXPANDING, Legal, orange	60		
81	piece	FOLDER, EXPANDING, Legal, red	40		
82	piece	FOLDER, EXPANDING, Legal, white, thick	76		
83	piece	FOLDER, EXPANDING, Letter size, blue	25		
84	piece	FOLDER, EXPANDING, Letter size, green	25		
85	piece	FOLDER, EXPANDING, Letter size, orange	25		
86	piece	FOLDER, EXPANDING, Letter size, red	25		
87	piece	FOLDER, EXPANDING, Letter size, white	25		
88	bundle	FOLDER, FANCY, for A4 size documents	10		
89	bundle	FOLDER, FANCY, for legal size documents	10		
90	pack	FOLDER, L-TYPE, PLASTIC, for legal size documents	20		
91	pack	FOLDER, L-TYPE, PLASTIC, for A4 size document	15		
92	box	FOLDER, L-TYPE, PLASTIC, for A4 size document	3		
93	pack	FOLDER, TAGBOARD, for A4 size documents	15		
94	pack	FOLDER, TAGBOARD, for legal size documents	8		
95	piece	FOLDER, White, legal size	128		
96	pack	FOLDER, with TAB, A4, 100 pcs/pack	1		
97	pack	FOLDER, with TAB, Legal, 100 pcs/pack	10		
98	piece	Gel Pen - 0.4mm - Black	10		
99	piece	Gel Pen - 0.4mm - Blue	10		
100	piece	Gel Pen - 0.4mm - Red	10		
101	jar	GLUE, all purpose, gross weight: 200 grams min	50		
102	box	INDEX TAB, self-adhesive, transparent color red (optional)	60		
103	pack	LAIID (8.5x13" natural, GSM 85)	40		
104	piece	LAMINATING FILM, 9inch x 50m, 250 microns	1		
105	pack	LAMINATING FILM, A4, 125mic. 100/pack	4		
106	piece	Lever Arch File With Ring Binder, 2 holes, vertical	10		
107	piece	MAGAZINE FILE BOX HOLDER, Single, horizontal	10		
108	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	6		
109	piece	MAGAZINE FILE BOX, single, 5 inches, long, blue	6		
110	piece	MAGAZINE FILE BOX, single, 8 inches, long, blue	150		
111	piece	MAGAZINE/NEWSPAPER RACK, metal	3		
112	pack	MANILA PAPER, 25pcs/pack	22		
113	set	MARKER, FLUORESCENT, 3 assorted colors per set	40		
114	piece	MARKER, PERMANENT, Black, Broad type	35		
		Sub-Total			

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
		Forwarded balance			
115	piece	MARKER, PERMANENT, Blue, Broad type	12		
116	piece	MARKER, PERMANENT, Black, bullet type	50		
117	piece	MARKER, PERMANENT, Blue, bullet type	50		
118	piece	MARKER, PERMANENT, Red, bullet type	50		
119	box	MARKER, PERMANENT, Black, fine tip, bullet type, refillable	5		
120	box	MARKER, PERMANENT, Blue, fine tip, bullet type, refillable	5		
121	box	MARKER, PERMANENT, Red, fine tip, bullet type, refillable	5		
122	piece	MARKER, WHITEBOARD, Black, broad type	20		
123	piece	MARKER, WHITEBOARD, black, felt tip, bullet type	100		
124	piece	MARKER, WHITEBOARD, blue, felt tip, bullet type	100		
125	box	MARKER, WHITEBOARD, Black, fine tip, bullet type, refillable	10		
126	box	MARKER, WHITEBOARD, Blue, fine tip, bullet type, refillable	10		
127	box	MARKER, WHITEBOARD, Red, fine tip, bullet type, refillable	10		
128	bottle	MARKING PEN, PERMANENT, refill ink, black	5		
129	bottle	MARKING PEN, PERMANENT, refill ink, blue	5		
130	bottle	MARKING PEN, PERMANENT, refill ink, red	5		
131	bottle	MARKING PEN, WHITEBOARD, refill ink, black	6		
132	bottle	MARKING PEN, WHITEBOARD, refill ink, blue	6		
133	piece	METTALIC PAINT MARKER PENS	5		
134	ream	MIMEO PAPER, A4, Substance 18	20		
135	ream	MIMEO PAPER, letter, Substance 18	10		
136	ream	MIMEO PAPER, Long, Substance 18	15		
137	piece	NOTE PAD AND PLANNER	10		
138	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	100		
139	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	100		
140	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	100		
141	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	100		
142	pad	PAD PAPER, RULED	2		
143	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	70		
144	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	70		
145	unit	PAPER SHREDDER, cutting width: 3mm-4mm (Entry level)	2		
146	unit	PAPER TRAY, Long (Data filer, drawer type)	5		
147	ream	PAPER, MULTI-COPY, 80gsm, size: 210mm x 297mm	280		
148	ream	PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm	180		
149	ream	PAPER, MULTI-PURPOSE (COPY) A4, 70 gsm	425		
150	ream	PAPER, MULTI-PURPOSE (COPY) Legal, 70 gsm	425		
151	ream	PAPER, MULTI-PURPOSE (COPY) Letter, 70 gsm	30		
152	ream	PAPER, MULTI-PURPOSE (COPY) A4, 70 gsm, Green	30		
153	ream	PAPER, MULTI-PURPOSE (COPY) A4, 70 gsm, Light green	40		
154	ream	PAPER, MULTI-PURPOSE (COPY) A4, 70 gsm, Light yellow	2		
155	ream	PAPER, MULTI-PURPOSE (COPY) A4, 70 gsm, Yellow	55		
156	ream	PAPER, MULTI-PURPOSE (COPY) A4, 80 gsm, Blue	8		
157	ream	PAPER, MULTI-PURPOSE (COPY) A4, 80 gsm, Green	10		
158	ream	PAPER, MULTI-PURPOSE (COPY) A4, 80 gsm, Yellow	15		
159	box	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	1		
160	piece	PENCIL SHARPENER, 1 piece individual plastic case	10		
161	piece	PENCIL SHARPENER, Manual, single cutter head	1		
162	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	70		
163	pack	PHOTO STICKER PAPER, glossy, 135gsm A4, 50s	20		
164	pack	PHOTOPAPER, A4 size, 10 sheets/pack, glossy	50		
165	pack	PHOTOPAPER, A4 size, 230 gsm, 20 sheets/pack	10		
166	pack	PHOTOPAPER, glossy, 100 pcs/pack	6		
167	pack	PHOTOPAPER, glossy, A4, 20 sheets per pack, resin	5		
168	pack	PHOTOPAPER, Letter size, 10 sheets/pack,	10		
169	roll	PLASTIC COVER, CLEAR, gauge 3-4 thk	2		
170	piece	PUNCHER, paper, heavy duty, with two hole guide	15		
171	box	PUSH PINS, 100pcs/box, assorted colors	8		
172	box	PVC BINDING COVER, A4 size, Acetate film, 100 pcs/box	1		
173	box	PVC BINDING COVER, Legal size, Acetate film, 100 pcs/box	1		
174	box	PVC BINDING COVER, Legal, 200 mic, 100 sheets/box	1		
175	book	RECORD BOOK, 300 pAGES,size: 214mm x 27mm min.	40		
176	book	RECORD BOOK, 500 PAGES, SIZE: 214MM X 278MM MIN	20		
177	bundle	RING BINDER, PLASTIC, 12mm, black, 10 pieces per bundle	50		
178	bundle	RING BINDER, PLASTIC, 14mm, black, 10 pieces per bundle	50		
179	bundle	RING BINDER, PLASTIC, 14mm, blue, 10 pieces per bundle	10		
180	bundle	RING BINDER, PLASTIC, 10mm, black, 10 pieces per bundle	5		
181	bundle	RING BINDER, PLASTIC, 20mm, black, 10 pieces per bundle	5		
		Sub-Total			

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
		Forwarded balance			
182	bundle	RING BINDER, PLASTIC, 25mm, black, 10 pieces per bundle	8		
183	bundle	RING BINDER, PLASTIC, 32mm, black, 10 pieces per bundle	7		
184	box	RUBBER BAND, 70mm min lay flat length (#18)	1		
185	piece	RUBBER STAMP, mini-dater	1		
186	piece	RULER, Metal, 12- 16 inch	10		
187	piece	RULER, Plastic, 450mm (18"), width: 38mm min	19		
188	pair	SCISSORS, 8 inches, heavy duty	11		
189	pair	SCISSORS, symmetrical, blade length: 65mm min	30		
190	pack	SIGN HERE 'Message Flags, 1 "Wide, Yellow, 100 Flags/Pack (680-SH2)	20		
191	piece	SIGN PEN, BLACK, liquid/gel ink, 0.3mm needle tip	60		
192	piece	SIGN PEN, BLUE, liquid/gel ink, 0.3mm needle tip	60		
193	piece	SIGN PEN, RED, liquid/gel ink, 0.3mm needle tip	60		
194	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	600		
195	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	610		
196	piece	SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle tip	20		
197	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	300		
198	piece	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	120		
199	piece	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	120		
200	piece	SIGN PEN, RED, liquid/gel ink, 0.7mm needle tip	20		
201	piece	SIGN PEN, BLUE, 1.0mm	20		
202	pack	PHOTOPAPER, Legal, 20pcs/pack, Glossy	5		
203	pack	STICKER PAPER, A4, 10's/pack, matte	5		
204	pack	SPECIAL PAPER, A4 size, white, 185 GSM, 10 sheet/pack	10		
205	unit	STACKABLE CRATE, medium	5		
206	bottle	STAMP PAD INK, Black	10		
207	bottle	STAMP PAD INK, purple or violet	16		
208	bottle	STAMP PAD INK, Red	10		
209	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	30		
210	piece	STAPLE REMOVER, PLIER-TYPE	2		
211	box	STAPLE WIRE, heavy duty, binder type, 23/13	15		
212	box	STAPLE WIRE, STANDARD, (26/6)	60		
213	piece	STAPLER, w/remover, heavy duty	3		
214	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	45		
215	pack	STICK ON FLAGS, 5 colors (size-0.5"x1.7"/1.3x4.3cm)	50		
216	pack	STICKER PAPER, A4	30		
217	pack	STICKER PAPER, A4, yellow green, 10's/pack	5		
218	pack	STICKER PAPER, flourescent (assorted color)	10		
219	pack	STICKER PAPER, Legal, matte white, 10's/pack	6		
220	pad	STICKY NOTE, with arrow sign	10		
221	pad	TAG FLAG, with "Please Sign Here"	30		
222	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	15		
223	roll	TAPE, Double sided, 1 inch	25		
224	roll	TAPE, Double sided, 1/2 inch	20		
225	roll	TAPE, Double sided, 2 inch	15		
226	roll	TAPE, Double sided, 3/4 x 10M	20		
227	roll	TAPE, MASKING, width: 24mm (±1mm)	29		
228	roll	TAPE, MASKING, width: 48mm (±1mm)	51		
229	roll	TAPE, PACKAGING, width: 48mm (±1mm)	15		
230	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	70		
231	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	70		
232	piece	Three Hole presentation binders, White, Legal size	20		
233	pack	TOILET TISSUE PAPER, 2 ply sheets,150 pulls, 12 rolls/pack	400		
234	pack	Vellum Board, Short, 200 gsm, 10pcs/pack	10		
235	pack	WRAPPING PAPER, Kraft	15		
		*** NOTHING FOLLOWS ***			
		GRAND TOTAL			

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