


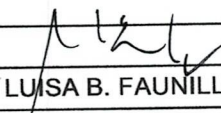


PURCHASE REQUEST

UNIVERSITY OF SOUTHEASTERN PHILIPPINES
Fund Cluster:

Office/Section :		PR No.: 2020-11-2272	Dated: 27 NOV 2020		
OSAS-Scholarship		Responsibility Center Code : TES New Batch 1 and 2 Admin Cost			
Stock/ Property No.	Unit	Item Description	Quantity	Approved Budget Cost (ABC)	
				Unit Cost	Total Cost
	pc	Extension Wire, Three outlet, 5 meters	1	300.00	300.00
	pc	Extention wire, 10 meter (4 sockets)	1	450.00	450.00
	roll	ACETATE, thickness: 0.075 mm min (gauge #3)	1	775.00	775.00
	bot	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	10	109.50	1,095.00
	gal	ALCOHOL, ethyl, 68-72%, scented, 3.785L	6	595.00	3,570.00
	pcs	DATA FILE BOX, made of chipboard, w/ closed ends	10	90.00	900.00
	cans	DISINFECTANT SPRAY, aerosol type, 400-550 grams	10	399.00	3,990.00
	pcs	Document Desk Tray, 3 layers (Wiremesh Metal)	4	500.00	2,000.00
	boxes	ENVELOPE, DOCUMENTARY, for legal size document	2	555.00	1,110.00
	pcs	Folder, expanding (green, long) w/o tab.	10	11.00	110.00
	carts	INK CART, BROTHER BT5000C, CYAN	30	400.00	12,000.00
	carts	INK CART, BROTHER BT5000M, MAGENTA	30	400.00	12,000.00
	carts	INK CART, BROTHER BT5000Y, YELLOW	30	400.00	12,000.00
	carts	INK CART, BROTHER BTD60BK, BLACK	40	350.00	14,000.00
	pc	Magazine File Box, Large size, made of chipboard	5	185.00	925.00
	ream	PAPER, Multi-Purpose (COPY) 8.5x11', 70 gsm	20	160.00	3,200.00
	ream	PAPER, Multi-Purpose (COPY) A4, 70gsm	20	180.00	3,600.00
	ream	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	20	200.00	4,000.00
	pcks	PHOTOPAPER, (A4) 230gsm 20's	4	75.00	300.00
	pcs	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	35	20.00	700.00
	pcs	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	35	20.00	700.00
		nothing follows			
					77,725.00

Purpose: for office supplies of Tagum-Mabini campus. . scholarship unit.

	Requested by:	Approved by:
Signature :		
Printed Name :	JOSE ALMER M. RIVERA	MA. LUISA B. FAUNILLAN
Designation :	Director, OSAS	Vice President for Administration

for PHIGEPS Posting



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

OFFICE OF STUDENT AFFAIRS AND SERVICES
Scholarship Unit
Request for Quotation

P.R No. 2020-11-2272

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

REYNILO 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
	pc	Extension Wire, Three outlet, 5 meters	1		
	pc	Extention wire, 10 meter (4 sockets)	1		
	roll	ACETATE, thickness: 0.075 mm min (gauge #3)	1		
	bot	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	10		
	gal	ALCOHOL, ethyl, 68-72%, scented, 3.785L	6		
	pcs	DATA FILE BOX, made of chipboard, w/ closed ends	10		
	cans	DISINFECTANT SPRAY, aerosol type, 400-550 grams	10		
	pcs	Document Desk Tray, 3 layers (Wiremesh Metal)	4		
	boxes	ENVELOPE, DOCUMENTARY, for legal size document	2		
	pcs	Folder, expanding (green, long) w/o tab.	10		
	carts	INK CART, BROTHER BT5000C, CYAN	30		
	carts	INK CART, BROTHER BT5000M, MAGENTA	30		
	carts	INK CART, BROTHER BT5000Y, YELLOW	30		
	carts	INK CART, BROTHER BTD60BK, BLACK	40		
	pc	Magazine File Box, Large size, made of chipboard	5		
	ream	PAPER, Multi-Purpose (COPY) 8.5x11', 70 gsm	20		
	ream	PAPER, Multi-Purpose (COPY) A4, 70gsm	20		
	ream	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	20		
	pcks	PHOTOPAPER, (A4) 230gsm 20's	4		
	pcs	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	35		
	pcs	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	35		
		nothing follows			

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