

Republic of the Philippines  
UNIVERSITY OF SOUTHEASTERN PHILIPPINES  
Obrero Campus, Bo. Obrero Davao City  
**CBA-Special Project**  
**REQUEST FOR QUOTATION**

Company Name : \_\_\_\_\_ PR#: 2021-02-038  
Address: \_\_\_\_\_ date: Feb.9, 2021

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. REYNILO D. GARCIA**  
BAC Chairman  
11 Feb.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) [ x ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	pcs	ALCOHOL, 68%-70%, ethyl, 500ml	30		
2	pcs	SIGN PEN, BLACK, liquid/gel ink, 0.3mm needle tip	50		
3	pcs	DATA FILE BOX, made of chipboard, with closed ends	7		
4	pcs	BALL PEN, black	1250		
5	rim	PAPER, Multi-Purpose (COPY) A4, 70 gsm	65		
6	pcs	Manila Papers	100		
7	rim	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	20		
8	pcs	CORRECTION TAPE, film base type, UL 6m min	12		
9	pcs	TAPE, MASKING, width: 48mm (±1mm)	10		
10	pcs	SIGN PEN, BLUE, liquid/gel ink, 0.3mm needle tip	30		
11	pack	BROWN EXPANDING ENVELOPE, legal size, 10 pcs per pack	10		
12	pack	BROWN EXPANDING ENVELOPE, short size, 10 pcs per pack	10		
13	rim	PAPER, Multi-Purpose (COPY) A4, 70 gsm, sub 24, GREEN COLOR	5		
14	rim	PAPER, Multi-Purpose (COPY) A4, 70 gsm, sub 24, YELLOW COLOR	5		
15	pcs	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	5		
16	pcs	SCISSORS, stainless steel	5		
17	box	MARKER, PERMANENT, bullet type, black 12 pcs	30		
18	box	MARKER, PERMANENT, bullet type, blue 12 pcs	30		
19	box	MARKER, PERMANENT, bullet type, red 12 pcs	30		
20	pcs	TAPE, Transparent, width: 48mm (±1mm)	20		
21	pcs	TAPE, Double Sided, width: 24mm (±1mm)	20		
22	pack	ENVELOPE, mailing, white, long	5		
23	pcs	PENCIL SHARPENER, manual, single cutter head	2		
24	pcs	PENCIL, lead, w/ eraser, wood cased, hardness: HB	10		

Canvassed By:

\_\_\_\_\_  
Authorized Canvasser

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Tel. No. / Cellphone No.

\_\_\_\_\_  
TIN No. of Establishment

\_\_\_\_\_  
Date