

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

PR No. 2019-05-0377
 Date: May 3, 2019

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


MARLYN D. BITON
 Bac Chairman

- 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	rolls	ACETATE, thickness: 0.075mm min (gauge #3)	1		
2	pcs.	Arch file folder with 3 side rings color green, legal size	10		
3	pcs.	Arch file folder with 3 side rings color blue, legal size	10		
4	pcs.	Arch file folder with 3 side rings color red, legal size	10		
5	pieces	BALLPEN, BLACK 0.50	40		
6	pieces	BALLPEN, BLUE 0.50	40		
7	pcs.	Ballpen, black 0.5, G2 retractable	60		
8	pcs.	Ballpen, blue 0.5, G2 retractable	60		
9	pcs.	Ballpen, red 0.5, G2 retractable	60		
10	boxes	BALLPOINT PEN, black, supergrip, 0.5 (12pcs/box)	75		
11	boxes	BALLPOINT PEN, blue, supergrip, 0.5 (12pcs/box)	75		
12	boxes	BALLPOINT PEN, red, supergrip, 0.5 (12pcs/box)	50		
13	packs	BATTERY, SIZE AA, alkaline, 2 pcs. Per blister pack	10		
14	packs	BATTERY, SIZE AAA, alkaline, 2 pcs. Per blister pack	10		
15	packs	BOARD PAPER, long, Yellow (10 pcs/pack)	35		
16	packs	BOARD PAPER, A4, Golden Yellow	20		
17	reams	Bond Paper, sub 24 Color Green, A4	122		
18	reams	Bond Paper, sub 24 Color Yellow, A4	119		
19	reams	Bond Paper, sub 24 Color Green, long size	122		
20	reams	Bond Paper, sub 24 Color Yellow, long size	119		
21	units	CALCULATOR, SCIENTIFIC	3		
22	boxes	CHALK, white, dustless, 100pcs/box	50		
23	pcs.	CLASS Record, 50 leaves	50		
24	pcs.	CLEARBOOK, 20 transparent pockets, for A4 size	6		
25	boxes	CLIP, backfold, 1 1/4", 12 pieces per box (colored)	10		
26	pcs.	CMOS BATTERY CR-2032	15		
27	pcs.	CORRECTION TAPE, refillable w/ case	10		
28	tubes	CUTTER BLADE, heavy duty cutter, 10 pcs/tube	1		
29	pcs.	CUTTER KNIFE, heavy duty	20		
30	pcs.	Double Sided Tape, 1"	6		
31	rolls	Double Sided TAPE, 18mm	10		
32	rolls	Double Sided TAPE, 24mm, 50 meters length	16		
33	pcs.	DVD-R Disc	100		
34	boxes	ENVELOPE, EXPANDING, KRAFTBOARD, for short size documents, 100 pieces per box	2		
35	piece	Envelope, expanding, plastic, 0.50mm thickness, legal	5		
36	pcs.	ERASER, felt, blackboard/whiteboard	50		
37	box	FASTENER, 7cm x 2", plastic, assorted colors	9		
38	boxes	Fastener Bindermax (7cm x 3-1/2")	10		
39	rolls	FAX Thermal Paper (use for fax Machine FO-51 Sharp)	3		
40	sets	FILE TAB DIVIDER, A4, five(5) colors/set	21		
41	sets	FILE TAB DIVIDER, legal size, five (5) colors/set	21		
42	pcs.	FOLDER, brown color, legal size	418		
43	pcs.	FOLDER, expanding, green color, legal size	50		
44	pieces	FOLDER,expanding, long white	40		
45	pcs.	FOLDER, expanding, white with green edge, long	100		
46	bundle	FOLDER, fancy, A4, 50 pcs/bundle	10		
47	bundle	FOLDER, fancy, legal, 50 pcs./bundle	10		
48	packs	FOLDER, L-type, A4, 50 pcs/pack (WHITE), plastic	23		
49	packs	FOLDER, L-type, legal, 50 pcs/pack (WHITE), plastic	23		
50	pieces	Gel Pen-0.4mm, Black	70		

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
51	pieces	Gel Pen-0.4mm, Blue	50		
52	pieces	Gel Pen-0.4mm, Red	40		
53	bottles	GLUE, all purpose, 300 grams	55		
54	bottles	Glue, all purpose, 1010 grams	3		
55	boxes	INDEX TAB, self adhesive, 5 sets/box, assorted colors	5		
56	boxes	INDEX TAB, self adhesive, 5 sets/box, transparent white	20		
57	pcs.	MAGAZINE FILE BOX, large size, made of chipboard, blue	10		
58	pcs.	MARKING PEN, permanent, bullet tip, black, refillable	7		
59	pcs.	MARKING PEN, permanent, bullet tip, blue, refillable	7		
60	pcs.	MARKING PEN, permanent, bullet tip, red, refillable	7		
61	pcs.	MARKING PEN, whiteboard, black, felt tip, refillable	25		
62	pcs.	MARKING PEN, whiteboard, blue, felt tip, refillable	25		
63	pcs.	MARKING PEN, whiteboard, green, felt tip, refillable	25		
64	packs	Note Pad, stick-on, NEON color, assorted, 1x3 size	6		
65	packs	Note Pad, stick-on, NEON color, assorted, 2x3 size	6		
66	packs	Note Pad, stick-on, NEON color, assorted, 3x3 size	6		
67	packs	Paper, inkjet, generic, MU, Matte, 110 gsm, A4, 100 sheets/pack	5		
68	reams	PAPER, MULTI-PURPOSE (COPY), short size, 70 gsm	10		
69	reams	PAPER, MIMEO A4, subs. 18, whitewove	40		
70	reams	PAPER, MIMEO legal, subs. 18, whitewove	140		
71	reams	PAPER, MIMEO short, subs. 18, whitewove	75		
72	boxes	PARCHMENT PAPER, A4 size, 100's/box	6		
73	pcs.	PEERLESS BOX, medium size	10		
74	pcs.	PEERLESS BOX, large size	35		
75	pcs.	PEERLESS BOX, small size	10		
76	bottles	Permanent Ink, Black for refill	10		
77	bottles	Permanent Ink, Blue for refill	10		
78	bottles	Permanent Ink, Red for refill	10		
79	packs	Photopaper, glossy, A4, 20 sheets per pack, resin	3		
80	packs	Photo Paper, glossy, 4x6, 50's	12		
81	packs	Photo Paper, glossy, 8x11, 50's	5		
82	packs	PHOTO PAPER, High Glossy, A4, 240 GSM, 10 sheets/pack	30		
83	packs	PHOTOPAPER LONG 20 sheets/pack	5		
84	packs	Photopaper, short 10 sheets/pack	5		
85	boxes	Plastic Paper Fastener (Expanded)	10		
86	boxes	Plastic Paper Fastener with long clips	20		
87	packets	RECHARGEABLE BATTERY, size AA, 2pcs/packet	5		
88	packets	RECHARGEABLE BATTERY, size AAA, 2pcs/packet	7		
89	boxes	SIGN PEN, black, 0.70 (12pcs/box)	2		
90	boxes	SIGN PEN, blue, 0.70 (12pcs/box)	2		
91	pcs.	SIGN PEN, green, 0.50	36		
92	pcs.	SIGN PEN, violet, 0.50	20		
93	boxes	Sign pen, G-TECH, 0.50, 12's, black	6		
94	pcs.	STAPLE REMOVER, plier type	5		
95	boxes	STAPLE WIRE, standard, 26/6	3		
96	pads	STICK ON FLAGS, 5 colors (size-0.5"x1.7"/1.3x4.3cm)	10		
97	packs	STICKER PAPER, White, legal (10pcs/pack)	5		
98	packs	STICKER PAPER, A4 SIZE, 10 pcs/pack (yellow)	45		
99	packs	Sticker Paper, yellow green, 10 pcs./pack, A4, 80 gsm, matt	10		
100	packs	STICKER PAPER LONG/LEGAL, ASSORTED (10 pcs/pack)	25		
101	packs	STICKER PAPER SHORT, ASSORTED (20 pcs/pack)	10		
102	packs	TAG FLAG with Sign Here	35		
103	pcs.	TAPE DISPENSER, table top for 24mm width tape	2		
104	bottles	Whiteboard Ink, Black for refill	13		
105	bottles	Whiteboard Ink, Blue for refill	13		

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