

Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City
International Affairs Division
Request for Quotation

PR# 2019-10-1233
 Date: 21 Oct. 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


DR. REYNILLO D. GARCIA
 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-EPIS 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

Handwritten signature/initials

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	pcs	Ink Cartridge PG 831 (black)	7		
2	pcs	Ink Cartridge CL-831 (Dye C/M/Y)	7		
3	pcs	Printer Liquid ink bottle (Black)	6		
4	pcs	Printer Liquid ink bottle (cyan)	6		
5	pcs	Printer Liquid ink bottle (yellow)	6		
6	pcs	Printer Liquid ink bottle (magenta)	6		
7	box	Paper binder clip 41mm	7		
8	box	Paper binder clip 32mm	10		
9	box	Paper binder clip 51mm	13		
10	pcs	Arch File (Legal Size, Color Black)	15		
11	reams	Multipurpose paper (Green) A4 or Long	25		
12	reams	Multipurpose paper (Yellow) A4 or Long	25		
13	reams	Multipurpose paper A4 sub20	25		
14	box	Paper clips	5		
15	unit	All in one continuous printer	1		
16	Unit	Paper Cutter heavy duty	1		
17	unit	Steel cabinet Vertical file Cabinet (4 Layer)	1		
18	Unit	Heavy Duty Stapler	1		
19	Unit	Heavy Duty binding machine	1		
20	pc	Headset to PC Adapter Cable	1		
21	pcs	Universal Socket Adapter Universal Adaptor	3		
22	PCS	AVG Adapter	2		
23	PCS	Extension wire universal (Cord set)	2		
24	PCS	High quality Mic in earphones	2		
		*****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