

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

PR NO.: 2019-10-1294  
 DATE: OCTOBER 30, 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

  
**REYNILO D GARCIA**  
 BAC Chairman

x 6/35/19

- 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	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	802		
2	piece	BALLPEN, black 0.5	60		
3	piece	BALLPEN, blue 0.5	60		
4	piece	BALLPEN, black 0.5, G2 retractable	250		
5	piece	BALLPEN, blue 0.5, G2 retractable	232		
6	piece	BALLPEN, red 0.5, G2 retractable	104		
7	box	BALLPOINT PEN, black, supergrip, 0.50 (12pcs/box)	112		
8	box	BALLPOINT PEN, blue, supergrip, 0.50 (12pcs/box)	114		
9	box	BALLPOINT PEN, red, supergrip, 0.50 (12pcs/box)	50		
10	unit	BATTERY CHARGER with Two AA Batteries in the Slot and Two on the Surface	1		
11	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	165		
12	pack	BATTERY, dry cell, D, 1.5 volts, alkaline	22		
13	ream	BINDING COVER, legal size	10		
14	pack	BOARD PAPER, A4, Golden Yellow	60		
15	pack	BOARD PAPER, long, Yellow (10 pcs/pack)	120		
16	ream	BOND PAPER, subs. 18, A4 size	50		
17	ream	BOND PAPER, subs. 18, legal size	100		
18	ream	BOND PAPER, subs. 24, color green, A4 size	141		
19	ream	BOND PAPER, subs. 24, color green, short size	10		
20	ream	BOND PAPER, subs. 24, color yellow, A4 size	183		
21	ream	BOND PAPER, subs. 24, color yellow, short size	10		
22	piece	CORRECTION TAPE, film base type, UL 6m min	574		
23	piece	CORRECTION TAPE, refillable w/ case	30		
24	piece	FOLDER, expanding, white with green edge, long	100		
25	box	FASTENER, 7cm x 2", plastic, assorted colors	27		
26	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	298		
27	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	290		
28	pack	NOTE PAD, stick-on, NEON color, assorted, 1"x 3" size	18		
29	pack	NOTE PAD, stick-on, NEON color, assorted, 2"x 3" size	2		
30	pack	NOTE PAD, stick-on, NEON color, assorted, 3"x 3" size	18		
31	piece	NOTEBOOK, stenographer, spiral, 40 leaves	2		
32	ream	PAPER, MULTICOPY, 100 gsm, size: 216mm x 279mm (A4)	25		
33	ream	PAPER, MULTICOPY, 100 gsm, size: 297mm x 420mm (A3)	20		
34	ream	PAPER, MULTICOPY, 80 gsm, size: 210mm x 297mm	750		
35	ream	PAPER, MULTICOPY, 80 gsm, size: 210mm x 279mm (letter)	5		
36	ream	PAPER, MULTICOPY, 80 gsm, size: 216mm x 330mm	453		
37	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	905		
38	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	511		
39	ream	PAPER, Multi-Purpose, short size, 70 gsm	20		
40	roll	PAPER, THERMAL, 55gsm, size: 216mm*1mm x 30m-0.3m	10		
41	box	SIGN PEN, black 0.7 (12pcs/box)	12		
42	box	SIGN PEN, blue 0.7 (12pcs/box)	12		
43	piece	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	419		
44	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	337		
45	piece	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	331		
46	box	SIGN PEN, black, retractable, liquid/gel ink, 0.7mm needle tip (12pcs/box)	21		
47	box	SIGN PEN, blue, retractable, liquid/gel ink, 0.7mm needle tip (12pcs/box)	21		
Sub-Total					

