

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

PR #: 2019-11- 1362
 Date: Nov. 8, 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

REYNILDO 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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	can	AIR FRESHENER, 280ml/can	78		
2	bottle	ALCOHOL, 70% (isoprophyl) 500ml	146		
3	roll	ACETATE COVER, Thickness:0.075mm(gauge #3), 50m/roll	12		
4	pack	BOARD Paper,vellum, long	20		
5	box	BALLPEN, ordinary, 7.5mm, Blue	20		
6	box	BALLPEN, ordinary, 7.5mm, Green	20		
7	pack	BOARD PAPER, 210gsm, 20's/pack, assorted color, Long	5		
8	pack	BOARD PAPER, 210gsm, 20's/pack, assorted color, A4 size	10		
9	pack	CARTOLINA,assorted color,20 pcs per pack	12		
10	unit	CALCULATOR, 1200V big display, 12 digit, electronic	2		
11	piece	CERTIFICATE jacket, A4	25		
12	ream	COLORLED CERTIFICATE PAPER, concord 81 1/2x11, 500 sheet/ream	18		
13	box	CLIP,backfold,25mm,12'/box,metal	10		
14	box	CLIP,backfold,32mm,12'/box, metal	89		
15	box	CLIP,backfold,50mm,12'/box,metal	87		
16	piece	CUTTER KNIFE, for general purpose	8		
17	piece	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	189		
18	piece	DATA FILE BOX, made with chipboard, with closed ends, (15.5x10x4.5)	10		
19	piece	DATA FILE BOX, made with chipboard, with taglock	15		
20	box	ENVELOPE, DOCUMENTARY, for A4 size document, 500pcs per box	4		
21	box	ENVELOPE, DOCUMENTARY, legal,500's/box	3		
22	box	ENVELOPE, KRAFT, legal,500's/box	5		
23	box	ENVELOPE, EXPANDING kraftboard, for legal size documents,100/box	14		
24	box	ENVELOPE, mailing, 500's/box, 80gsm, white, (legal)	1		
25	piece	ENVELOPE, plastic, (legal)	20		
26	piece	ENVELOPE, plastic, (A4)	20		
27	piece	ERASER, plastic rubber, for pencil draft/writing	10		
28	piece	ERASER, felt, for blackboard/whiteboard	10		
29	box	FASTENER, for paper, plastic, 50 sets per box	15		
30	box	PAPER CLIP, vinyl/plastic coated, 32mm, 100-146/box	10		
31	box	PAPER CLIP, vinyl/plastic coated, 48mm, 100-146/box	9		
32	box	PAPER CLIP, vinyl/plastic coated, 50mm, 100-146/box	1		
33	ream	PAPER, PARCHMENT, size: 210x297mm, multi-purpose	10		
34	unit	PAPER SHREDDER, cutting width:3mm-4mm (Entry Level)	1		
35	pack	FOLDER, L-type, A4, 50 pieces per pack	1		
36	pack	FOLDER, L-type, Legal, 50 pieces per pack	1		
37	pack	FOLDER, Kraft, Legal, 50 pieces per pack	5		
38	box	FOLDER, presboard, legal size, 100's/box	4		
39	piece	FOLDER WHITE, with plastic cover, long	30		
40	piece	FOLDER WHITE, with plastic cover, short	30		
41	box	FOLDER tagboard, legal size, 100's/box	2		
42	pack	FOLDER/ TAB, legal 100pcs/pack	7		
43	set	FILE TAB DIVIDER, bristol board, for A4	10		
44	jar	GLUE, Multi purpose, 200 grams min.	109		
45	box	INDEX TAB,self adhesive, transparent, 5 sets /box	3		
46	box	INDEX TAB,self adhesive, 5 set/box, assorted colors	20		
47	piece	MARKING PEN, whiteboard, bullet type, black	216		
48	piece	MARKING PEN, whiteboard, bullet type, blue	210		

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
49	piece	MARKING PEN, permanent, BROAD type, BLACK	12		
50	piece	MULTI FUNCTION DATA CASE, Plastic Desktop Drawers	3		
51	pad	NOTEPAD, stick on (2"x3") 100 sheets per pad	36		
52	pad	NOTEPAD, stick on (3"x3") 100 sheets per pad	20		
53	box	PAPER Clip, 50mm,100's/box	51		
54	ream	PAPER COLORED,long. sub. 24,pink	3		
55	ream	PAPER COLORED, legal, sub. 24, yellow-ilca-10reams	32		
56	ream	PAPER COLORED, A4, sub. 24,yellow,	48		
57	ream	PAPER COLORED, A4, sub. 24,green	83		
58	ream	PAPER COLORED , A4, sub. 24,light pink-ilca -10	5		
59	ream	PAPER COLORED , legal, sub. 24,green - ilca 10reams	22		
60	ream	PAPER, Multi-Purpose(COPY) 70gsm, (Legal)	98		
61	ream	PAPER,Multiurpose (COPY) 70gsm, (Letter)	30		
62	ream	PAPER, Multi-Purpose(COPY) 70gsm, (A4)	130		
63	ream	PAPER, Multi-Purpose(COPY) 80gsm, (Legal)	168		
64	ream	PAPER, Multi-Purpose(COPY) 80gsm, (A4)	219		
65	box	PENCIL lead,w/ eraser (medium), 1 dozen per box	30		
66	box	PLASTIC FASTENER, for paper, 50's/box	5		
67	pack	PHOTO PAPER, A4, 200gsm, 10's/pack, glossy	20		
68	pack	PHOTO PAPER, A4, 230gsm (20sheets/pack), matte	15		
69	case	PUSH PIN flat head type, assorted colors, 100's/case	5		
70	pack	POST IT FLAGS, " SIGN HERE" asttd. colors	25		
71	pack	POST IT FLAGS, " SIGN HERE", small 1x1.7"	20		
72	piece	PUNCHER,Paper,heavy duty,with two hole guide	2		
73	piece	RECORD BOOK, 500 pages,214mmx278mm, min	10		
74	piece	RULER, plastic, 450mm (18"), width:38mm min	10		
75	piece	RULER, metal, 12"	2		
76	pair	SCISSORS, (6")	44		
77	pair	SCISSORS, (7"), steel handle, (see attached picture)	10		
78	piece	SIGN PEN, High tech pen/gel, (0.5mm) Black	215		
79	piece	SIGN PEN, gel ink, (0.5mm),Blue	57		
80	piece	SIGN PEN, gel pen, (0.5mm), red	32		
81	piece	STAMP PAD, felt pad, min 60mm x 100mm	3		
82	box	STAPLE WIRE, #35, (26/6)	9		
83	piece	STAPLER, heavy duty	15		
84	pack	STICKER PAPER, matte, A4 size, 10's/pack	10		
85	piece	TAPE DISPENSER, table top, for 24mmwidth tape	7		
86	roll	TAPE,Double Adhesive, (1")	10		
87	piece	TAPE,Double Adhesive, (1/4"x10m)	5		
88	piece	TAPE,Double Adhesive, (3/4"x10m)	5		
89	roll	TAPE, masking, 48mm 50 meters length, min	20		
90	roll	TAPE, masking, 24mm 50 meters length,min	6		
91	roll	TAPE, packaging, 48mm 50 meters length,min	80		
92	roll	TAPE, transparent, 24mm 50 meters length,min	140		
93	roll	TAPE, transparent, 48mm 50 meters length,min	80		
94	pack	TOILET TISSUE, 12 rolls per pack, 2 ply sheets, 150 pulls	73		
95	roll	TWINE, plastic, 1kilo/roll	9		
96	pack	Wet tissue, 40's/packs, 15x20cm	3		
		*****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