



University of Southeastern Philippines
Tagum-Mabini Campus

Request for Quotation

Date: 02-07-2020
PR No: 2020-02-050

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

REMIGIO G. DUYAN, JR.
BAC CHAIRMAN

- Note :
1. All entries must be typewritten.
 2. Delivery Period within _____ calendar days.
 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) () Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
COMMON OFFICE EQUIPMENT					
1	unit	Water Dispenser, Free standing, Bottomloading, Hot-Normal-Cold	3	P _____	P _____
		Nothing Follows			
			TOTAL	P	
Consolidated Part II: Common Office Equipment - Fund 101.					

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Canvassed By: ROSALINO G. PALO, JR.
Authorized Canvasser

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

Form No. : FM-USEP-PUR-05
Issue Status : 2018-
Revision No. : 00
Date Effective : 10 October 2016
Approved by : President

WE BUILD DREAMS WITHOUT LIMITS
Address: University of Southeastern Philippines
Tagum-Mabini Campus, Brgy. Apokon
Tagum City, Philippines 8100

Telephone: (084) 214-0998 local 501
Website: www.usep.edu.ph
Email: useptagum@usep.edu.ph





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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
COMMON OFFICE EQUIPMENT					
5	unit	Filing Cabinet, 5 drawers	1 ^	P _____	P _____
6	unit	Lateral Steel File Cabinet (4 drawers)	2 ^	P _____	P _____
				P _____	P _____
8	unit	Steel File Cabinet (4 drawers)	3 ^	P _____	P _____
16	unit	Wooden teachers' Table, with compartments	8 ^	P _____	P _____
				P _____	P _____
				P _____	P _____
				P _____	P _____
				P _____	P _____
		Nothing Follows			
				TOTAL	P _____
Consolidated Part II: Common Office Equipment - Fund 101.					

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
COMMON OFFICE EQUIPMENT					
1	piece	Bulletin Board/Cork Pin Board, 4 x 3 ft	2 ^	P _____	P _____
2	piece	Chair, plastic, MONO BLOC, left-handed	50 ^	P _____	P _____
3	piece	Curtain, Office Type, 1.5 x 2.5m, silk mint green, thick	10 ^	P _____	P _____
4	unit	File Cabinet, Desktop, 5 drawers	2 ^	P _____	P _____
7	unit	Paper Trimmer, 12"x 10"	2 ^	P _____	P _____
9	unit	Storage Box, 34L cap, Size (cm): 55.0 length x 38.5 width x 23.5 height	1 ^	P _____	P _____
12	unit	White Board - EG, with Frame (4ft x 5ft)	8 ^	P _____	P _____
13	unit	White Board (2'x3')	1 ^	P _____	P _____
14	unit	White Board, 4x10	3 ^	P _____	P _____
15	unit	White Board, Glass, 4.88 x 1.22m	4 ^	P _____	P _____
		Nothing Follows			
				TOTAL	P _____
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