



University of Southeastern Philippines
Tagum-Mabini Campus

Request for Quotation

Date: 2/10/2020
PR No: 2020-02-Q59

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

REMEGIO 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-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) () Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
COMMON SUPPLIES & EQUIPMENT (CSE)					
1	can	INSECTICIDE, aerosol type, net content: 600ml min	24	P _____	P _____
2	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	140	P _____	P _____
3	bottle	STAMP PAD INK, purple or violet	3	P _____	P _____
4	pack	CARTOLINA, assorted colors	5	P _____	P _____
5	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	65	P _____	P _____
6	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	60	P _____	P _____
7	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	46	P _____	P _____
8	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	27	P _____	P _____
9	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	527	P _____	P _____
10	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	523	P _____	P _____
11	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	377	P _____	P _____
12	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	257	P _____	P _____
13	ream	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	11	P _____	P _____
14	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	26	P _____	P _____
15	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	14	P _____	P _____
16	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	59	P _____	P _____
17	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	35	P _____	P _____
18	box	STAPLE WIRE, for heavy duty staplers, (23/13)	28	P _____	P _____
19	box	STAPLE WIRE, STANDARD, (26/6)	101	P _____	P _____
20	roll	TAPE, ELECTRICAL, 18mm x 16M min	10	P _____	P _____

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21	roll	TAPE, MASKING, width: 24mm (± 1 mm)	25	P _____	P _____
22	roll	TAPE, PACKAGING, width: 48mm (± 1 mm)	2	P _____	P _____
23	roll	TAPE, TRANSPARENT, width: 24mm (± 1 mm)	80	P _____	P _____
24	roll	TAPE, TRANSPARENT, width: 48mm (± 1 mm)	17	P _____	P _____
25	piece	RULER, plastic, 450mm (18"), width: 38mm min	14	P _____	P _____
26	piece	BROOM, soft (tambo)	35	P _____	P _____
27	piece	BROOM, STICK (TING-TING), usable length: 760mm min	10	P _____	P _____
28	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	29	P _____	P _____
29	can	CLEANSER, SCOURING POWDER, 350g min./can	5	P _____	P _____
30	bar	DETERGENT BAR, 140 grams as packed	36	P _____	P _____
31	pack	DETERGENT POWDER, all purpose, 1kg	120	P _____	P _____
32	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	42	P _____	P _____
33	piece	DUST PAN, non-rigid plastic, w/ detachable handle	13	P _____	P _____
34	unit	MOP BUCKET, heavy duty, hard plastic	2	P _____	P _____
35	piece	MOPHANDLE, heavy duty, aluminum, screw type	1	P _____	P _____
36	piece	MOPHEAD, made of rayon, weight: 400 grams min	11	P _____	P _____
37	bundle	RAGS, all cotton, 32 pieces per kilogram min	14	P _____	P _____
38	roll	TRASHBAG, plastic, transparent	39	P _____	P _____
39	piece	WASTEBASKET, non-rigid plastic	18	P _____	P _____
40	box	CHALK, molded, white, dustless, length: 78mm min	60	P _____	P _____
41	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	42	P _____	P _____
42	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	32	P _____	P _____
43	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	20	P _____	P _____
44	piece	CORRECTION TAPE, film base type, UL 6m min	211	P _____	P _____
45	piece	DATA FILE BOX, made of chipboard, with closed ends	34	P _____	P _____
46	piece	DATA FOLDER, made of chipboard, taglia lock	10	P _____	P _____
47	box	ENVELOPE, DOCUMENTARY, for A4 size document	3	P _____	P _____
48	box	ENVELOPE, DOCUMENTARY, for legal size document	6	P _____	P _____
49	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	18	P _____	P _____
50	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	42	P _____	P _____
51	piece	ERASER, FELT, for blackboard/whiteboard	12	P _____	P _____
52	box	FASTENER, METAL, 70mm between prongs	10	P _____	P _____
53	piece	FILE ORGANIZER, expanding, plastic, 12 pockets	19	P _____	P _____
54	set	FILE TAB DIVIDER, bristol board, for A4	30	P _____	P _____
55	set	FILE TAB DIVIDER, bristol board, for legal	30	P _____	P _____
56	bundle	FOLDER, FANCY, for A4 size documents	4	P _____	P _____
57	bundle	FOLDER, FANCY, for legal size documents	4	P _____	P _____

58	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	2	P_____	P_____
59	pack	FOLDER, TAGBOARD, for legal size documents	6	P_____	P_____
60	box	INDEX TAB, self-adhesive, transparent	9	P_____	P_____
61	piece	MARKER, whiteboard, black, felt tip, bullet type	251	P_____	P_____
62	piece	MARKER, whiteboard, blue, felt tip, bullet type	160	P_____	P_____
63	piece	MARKER, whiteboard, red, felt tip, bullet type	20	P_____	P_____
64	piece	MARKER, PERMANENT, bullet type, black	59	P_____	P_____
65	piece	MARKER, PERMANENT, bullet type, blue	42	P_____	P_____
66	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	53	P_____	P_____
67	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	55	P_____	P_____
68	bundle	RING BINDER, 80 rings, plastic, 32mm x 1.12m	21	P_____	P_____
69	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	6	P_____	P_____
70	piece	CUTTER BLADE, for heavy duty cutter	24	P_____	P_____
71	piece	CUTTER KNIFE, for general purpose	9	P_____	P_____
72	piece	DATING AND STAMPING MACHINE, heavy duty	6	P_____	P_____
73	piece	PUNCHER, paper, heavy duty, with two hole guide	11	P_____	P_____
74	pair	SCISSORS, symmetrical, blade length: 65mm min	55	P_____	P_____
75	piece	STAPLE REMOVER, PLIER-TYPE	11	P_____	P_____
76	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	6	P_____	P_____
77	unit	CALCULATOR, compact, 12 digits	5	P_____	P_____
78	unit	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	1	P_____	P_____
79	unit	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	2	P_____	P_____
80	piece	CLEARBOOK, 20 transparent pockets, for A4 size	58	P_____	P_____
81	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	90	P_____	P_____
82	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	2	P_____	P_____
83	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	452	P_____	P_____
84	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	302	P_____	P_____
85	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	242	P_____	P_____
		Nothing Follows			
				TOTAL	P_____
Consolidated Part I: Common Supplies & Equipment (CSE) - 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) 218-0998 local 501
Website: www.usep.edu.ph
Email: useptagum@usep.edu.ph





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REMIGIO G. DUWAN, JR.
BAC CHAIRMAN

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
COMMON SUPPLIES & EQUIPMENT (CSE)					
1	unit	ELECTRIC FAN, STAND type, plastic blade	1	P _____	P _____
2	unit	ELECTRIC FAN, WALL type, plastic blade	23	P _____	P _____
		Nothing Follows			
				TOTAL	P _____
Consolidated Part I: Common Supplies & Equipment (CSE) - Fund 101.					

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Authorized Canvasser

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
COMMON SUPPLIES & EQUIPMENT (CSE)					
1	piece	CHAIR, monobloc, beige, with backrest, w/o armrest	10	P _____	P _____
		Nothing Follows			
			TOTAL		P _____
Consolidated Part I: Common Supplies & Equipment (CSE) - Fund 101.					

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
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COMMON SUPPLIES & EQUIPMENT (CSE)					
1	piece	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	20	P _____	P _____
2	piece	Ligth Bulb, LED, 7 watts 1 pc in individual box	1	P _____	P _____
		Nothing Follows			
			TOTAL	P	
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COMMON SUPPLIES & EQUIPMENT (CSE)					
1	piece	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	5	P_____	P_____
2	piece	FLASH DRIVE, 16 GB capacity	7	P_____	P_____
3	unit	MOUSE, optical, USB connection type	13	P_____	P_____
4	cart	INK CART, EPSON C13T664100 (T6641), Black	101	P_____	P_____
5	cart	INK CART, EPSON C13T664200 (T6642), Cyan	97	P_____	P_____
6	cart	INK CART, EPSON C13T664300 (T6643), Magenta	93	P_____	P_____
7	cart	INK CART, EPSON C13T664400 (T6644), Yellow	92	P_____	P_____
8	cart	INK CART, HP CN692AA, (HP704), Black	10	P_____	P_____
9	unit	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	1	P_____	P_____
				P_____	P_____
		Nothing Follows			
				TOTAL	P_____
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				UNIT PRICE	TOTAL PRICE
COMMON SUPPLIES & EQUIPMENT (CSE)					
1	unit	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	10	P_____	P_____
2	unit	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	4	P_____	P_____
Nothing Follows				TOTAL	P_____
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