



University of Southeastern Philippines
Tagum-Mabini Campus

Request for Quotation

Date: 02-13, 2020
PR No: 2020-02-070

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 :**
- All entries must be typewritten.
 - Delivery Period within _____ calendar days.
 - 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.
 - Price validity shall be a period of 30 calendar days.
 - G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 - Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 - Mode of delivery: () pick-up (schedule) () Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
Office Supply					
1	unit	Paper Shredder machine(Paper/card/cd shredder, cutting width 3mm-4mm	1	P _____	P _____
2	pieces	Clear book refillable legal size	15	P _____	P _____
3	packs	Colored paper yellow A4 size substance 20	2	P _____	P _____
4	packs	Colored paper green A4 size substance 20	2	P _____	P _____
5	packs	Photo paper A4 size Waterproof Glossy 210gsm (20 sheets/pack)	3	P _____	P _____
6	packs	Scented Paper Legal size (10 sheets/pack) color pink	5	P _____	P _____
7	piece	Stackable Desk Organizer is a modular desk filing tray.	1	P _____	P _____
Nothing follow				TOTAL	
For Guidance Office Use					

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 Stat : 2018-
Revision I : 00
Date Effec : 10 October 2016
Approved : President

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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BAC CHAIRMAN

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Office Supply					
1	unit	Standing Water Dispencer, 3 faucet with unique button design & dispensing assembly for hot, normal and cold water.	1	P _____	P _____
2	unit	1.5 HP window type Airconditioner	1	P _____	P _____
3	piece	10 diameter wall clock	1	P _____	P _____
Nothing follow					
				TOTAL	
For Guidance Office Use					

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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

Address: University of Southeastern Philippines
Tagum-Mabini Campus, Bigay, Apokon
Tagum City, Philippines 8100

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[Signature]
RENECIO G. DUYAN, JR.
BAC CHAIRMAN

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
Office Supply					
1	piece	4 Socket-Outlets Extensions Cords/Wire 5 meters	1	P _____	P _____
2	meters	THHN/THWN wire #10 (5.5 MM ²) 40 meters	40	P _____	P _____
3	meters	Moldflex #1/2	30	P _____	P _____
4	set	1 Set safety breaker 30 mps	1	P _____	P _____
6	box	1 Box PVC Clamp #1/2	1	P _____	P _____
Nothing follow					
				TOTAL	
For Guidance Office Use					

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Conversed By: ROSALIND G. PALO, JR.
Authorized Converser

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

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

Address: University of Southeastern Philippines
Tagum-Mabini Campus, Brgy. Apolon
Tagum City, Philippines 8100

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REMIGIO G. DUYAN JR.
BAC CHAIRMAN

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
		Office Supply			
1	pieces	Stackable wooden chair with fabric	2	P _____	P _____
		Nothing follow			
				TOTAL	
		For Guidance Office Use			

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

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

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Tagum City, Philippines 8100

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[Signature]
REMIGIO G. DUVAL JR.
BAC CHAIRMAN

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
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Office Supply					
1	piece	Basic Mouse Pad with Gel Pack of 3 black	1	P_____	P_____
2	piece	1TB External hard drive	1	P_____	P_____
3	piece	Single line Corded Telephone with switchable/pulse settings	1	P_____	P_____
4	piece	4 LAN port 450 mbps router/switch	1	P_____	P_____
5	piece	Printer 3in1 Ink Jet	1	P_____	P_____
6	piece	24" wide Led Monitor(Black)	1	P_____	P_____
7	bottles	L3110 All-in-One Ink Tank Printer Ink cyan	3	P_____	P_____
8	bottles	L3110 All-in-One Ink Tank Printer Ink black	3	P_____	P_____
9	bottles	L3110 All-in-One Ink Tank Printer Ink magenta	3	P_____	P_____
10	bottles	L3110 All-in-One Ink Tank Printer Ink blue	3	P_____	P_____
11	bottles	Epson L210 Printer Refill Ink Black	3	P_____	P_____
12	bottles	Epson L210 Printer Refill ink cyan	3	P_____	P_____
13	bottles	Epson L210 Printer Refill Ink magenta	3	P_____	P_____
14	bottles	Epson L210 Printer Refill Ink yellow	3	P_____	P_____
		Nothing follow			
			TOTAL		
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Canvassed By:
ROSALINDO G. PALO, JR.
Authorized Canvasser

Printed Name / Signature

Tel. No. / Cellphone No.

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