



## UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Obrero Campus, Bo. Obrero Davao City

## OFFICE OF THE DEAN OF ADVANCED STUDIES

## Request for Quotation

PR #: 20-02-027

DATE: 02/05/2020

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

Mandala Capulong  
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-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.	Approved Budget Cost	BID PRICE	
					UNIT PRICE	TOTAL AMOUNT
	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	15	1200		
	bottle	STAMP PAD INK, purple or violet	3	210		
	pack	CARTOLINA, assorted colors	20	3000		
	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	30	1800		
	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	30	2700		
	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	30	2400		
	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	150	45000		
	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	30	9000		
	ream	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	10	1500		
	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	100	15000		
	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	10	1500		
	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	10	400		
	box	STAPLE WIRE, STANDARD, (26/6)	10	500		
	roll	TAPE, MASKING, width: 24mm (±1mm)	2	180		
	roll	TAPE, PACKAGING, width: 48mm (±1mm)	3	150		
	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	15	450		
	piece	RULER, plastic, 450mm (18"), width: 38mm min	5	175		
	piece	BROOM, soft (tambo)	1	200		
	bar	DETERGENT BAR, 140 grams as packed	1	25		
	pack	DETERGENT POWDER, all purpose, 1kg	1	60		
	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	10	1700		
	bundle	RAGS, all cotton, 32 pieces per kilogram min	2	200		
	pack	SCOURING PAD, made of synthetic nylon, 140 x 220mm	3	450		
	roll	TRASHBAG, plastic, transparent	10	2000		
	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	15	450		
	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	15	750		
	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	15	1200		
	piece	CORRECTION TAPE, film base type, UL 6m min	20	800		
	piece	DATA FILE BOX, made of chipboard, with closed ends	10	1500		
	piece	DATA FOLDER, made of chipboard, taglia lock	20	2600		
	box	ENVELOPE, DOCUMENTARY, for legal size document	1	1500		
	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	10	1000		
	piece	ERASER, FELT, for blackboard/whiteboard	2	70		
	set	FILE TAB DIVIDER, bristol board, for A4	10	400		
	set	FILE TAB DIVIDER, bristol board, for legal	10	400		
	pack	FOLDER, L-TYPE, PLASTIC, for A4 size documents	1	30		

box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	2	3000		
pack	FOLDER, TAGBOARD, for legal size documents	1	450		
piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	4	1600		
box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	5	200		
box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	2	100		
bundle	RING BINDER, 80 rings, plastic, 32mm x 1.12m	4	1600		
piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	2	120		
piece	CUTTER BLADE, for heavy duty cutter	20	700		
piece	CUTTER KNIFE, for general purpose	4	320		
piece	DATING AND STAMPING MACHINE, heavy duty	1	800		
piece	PENCIL SHARPENER, manual, single cutter head	1	400		
piece	PUNCHER, paper, heavy duty, with two hole guide	5	1750		
pair	SCISSORS, symmetrical, blade length: 65mm min	20	1600		
piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	2	240		
unit	CALCULATOR, compact, 12 digits	100	50000		
piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	2	40		
piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	15	900		
piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	5	300		
piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	10	600		
pack	WRAPPING PAPER, kraft, 65gsm (-5%)	1	300		

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

Canvassed By:

*OSIR O. DONLUB*

Authorized Canvasser

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date