

UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City
 International Affairs Division
Request for Quotation

PP# 2020-02-1723
 Date: 11 FEB 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


 DR. REYNILLO GARCIA
 BAC Chairman

x 2/12/2020

- 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.	UNIT PRICE	BID PRICE TOTAL AMOUNT
1	pcs	Wall Clocks	6		
2	unit	Globe world map	1		
3	pcs	Alcohol 500ml / Isopropyl	25		
4	packs	Tissue (12 rolls in 1 pack)	5		
5	box	Sign Pen 0.5	5		
6	box	Paper clips 78mm	10		
7	packs	Laminating Plastic legal	3		
8	packs	Blank acrylic name plate, Acrylic plastic desk name plate holder	35		
9	pcs	Flaglets w/ Stand	15		
10	box	Paper binder clip 41mm	7		
11	box	Paper binder clip 32mm	10		
12	box	Paper binder clip 51mm	13		
13	pcs	Arch file (Legal Size, color black)	15		
14	reams	Multi purpose paper (Green) A4	25		
15	reams	Multi purpose paper (Yellow) A4	25		
16	unit	Laminating Machine A3	1		
17	unit	Paper cutter Metal base, High quality	1		
18	unit	Heavy duty stapler	1		
19	unit	Heavy duty binding machine	1		
20	pcs	Extension wire universal cord 4 gauge *****nothing follows*****	2		

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

Canvassed By: _____

Printed Name / Signature

Tel. No. / Cellphone No.

Authorized Camasser

TIN No. of Establishment