



University of Southeastern Philippines
Tagum-Mabini Campus

Request for Quotation

Date: 03-06-2020
PR No: 2020-03-125

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	12	P _____	P _____
2	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	90	P _____	P _____
3	pack	CARTOLINA, assorted colors	4	P _____	P _____
4	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	450	P _____	P _____
5	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	425	P _____	P _____
6	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	300	P _____	P _____
7	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	245	P _____	P _____
8	ream	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	7	P _____	P _____
9	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	50	P _____	P _____
10	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	30	P _____	P _____
11	box	STAPLE WIRE, for heavy duty staplers, (23/13)	17	P _____	P _____
12	box	STAPLE WIRE, STANDARD, (26/6)	85	P _____	P _____
13	roll	TAPE, MASKING, width: 24mm (±1mm)	25	P _____	P _____
14	roll	TAPE, PACKAGING, width: 48mm (±1mm)	1	P _____	P _____
15	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	70	P _____	P _____
16	unit	ELECTRIC FAN, STAND type, plastic blade	1	P _____	P _____
17	unit	ELECTRIC FAN, WALL type, plastic blade	20	P _____	P _____
18	piece	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	20	P _____	P _____
19	piece	Ligth Bulb, LED, 7 watts 1 pc in individual box	1	P _____	P _____

20	piece	RULER, plastic, 450mm (18"), width: 38mm min	9	P_____	P_____
21	piece	BROOM, STICK (TING-TING), usable length: 760mm min	7	P_____	P_____
22	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	11	P_____	P_____
23	can	CLEANSER, SCOURING POWDER, 350g min./can	3	P_____	P_____
24	bar	DETERGENT BAR, 140 grams as packed	25	P_____	P_____
25	pack	DETERGENT POWDER, all purpose, 1kg	45	P_____	P_____
26	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	14	P_____	P_____
27	piece	DUST PAN, non-rigid plastic, w/ detachable handle	6	P_____	P_____
28	unit	MOP BUCKET, heavy duty, hard plastic	1	P_____	P_____
29	piece	MOPHANDLE, heavy duty, aluminum, screw type	1	P_____	P_____
30	bundle	RAGS, all cotton, 32 pieces per kilogram min	6	P_____	P_____
31	piece	WASTEBASKET, non-rigid plastic	6	P_____	P_____
32	piece	FLASH DRIVE, 16 GB capacity	5	P_____	P_____
33	unit	MOUSE, optical, USB connection type	9	P_____	P_____
34	box	CHALK, molded, white, dustless, length: 78mm min	50	P_____	P_____
35	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	35	P_____	P_____
36	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	29	P_____	P_____
37	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	20	P_____	P_____
38	piece	CORRECTION TAPE, film base type, UL 6m min	210	P_____	P_____
39	piece	DATA FILE BOX, made of chipboard, with closed ends	22	P_____	P_____
40	piece	DATA FOLDER, made of chipboard, taglia lock	5	P_____	P_____
41	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	15	P_____	P_____
42	piece	ERASER, FELT, for blackboard/whiteboard	9	P_____	P_____
43	piece	FILE ORGANIZER, expanding, plastic, 12 pockets	12	P_____	P_____
44	set	FILE TAB DIVIDER, bristol board, for A4	18	P_____	P_____
45	set	FILE TAB DIVIDER, bristol board, for legal	22	P_____	P_____
46	pack	FOLDER, TAGBOARD, for legal size documents	5	P_____	P_____
47	box	INDEX TAB, self-adhesive, transparent	6	P_____	P_____
48	piece	MARKER, whiteboard, black, felt tip, bullet type	84	P_____	P_____
49	piece	MARKER, whiteboard, blue, felt tip, bullet type	55	P_____	P_____
50	piece	MARKER, whiteboard, red, felt tip, bullet type	6	P_____	P_____
51	piece	MARKER, PERMANENT, bullet type, black	19	P_____	P_____
52	piece	MARKER, PERMANENT, bullet type, blue	14	P_____	P_____
53	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	40	P_____	P_____
54	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	18	P_____	P_____

55	bundle	RING BINDER, 80 rings, plastic, 32mm x 1.12m	16	P _____	P _____
56	piece	CUTTER BLADE, for heavy duty cutter	20	P _____	P _____
57	piece	STAPLE REMOVER, PLIER-TYPE	5	P _____	P _____
58	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	4	P _____	P _____
59	cart	INK CART, EPSON C13T664200 (T6642), Cyan	90	P _____	P _____
60	cart	INK CART, EPSON C13T664300 (T6643), Magenta	85	P _____	P _____
61	cart	INK CART, EPSON C13T664400 (T6644), Yellow	84	P _____	P _____
62	cart	INK CART, HP CN692AA, (HP704), Black	9	P _____	P _____
63	unit	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	7	P _____	P _____
64	unit	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	3	P _____	P _____
65	piece	CHAIR, monobloc, beige, with backrest, w/o armrest	7	P _____	P _____
66	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	1	P _____	P _____
		Nothing Follows			
				TOTAL	P _____
Consolidated Part I: Common Supplies & Equipment - Fund 101. (Rebid)					

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 Effectiv : 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

