



University of Southeastern Philippines
Tagum-Mabini Campus

Request for Quotation

Date: 03-17-2020
PR No: 2020-03-154

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
OFFICE SUPPLIES					
1	piece	Ballpen (BPS fine) Black	4	P_____	P_____
2	piece	Ballpen (BPS fine) Blue	2		
3	ream	Book paper, long, 70gsm.	7		
4	pack	Brochure/Magazine paper, A4, Glossy front and back	10		
5	piece	Certificate Frame, A4	7		
6	piece	Correction Tape Refill	25		
7	roll	Double-Sided Tape, 3 inch	17		
8	piece	Folder, Expanding (Green, Long) w/ tab	20		
9	piece	Folder, Expanding, White, long	85		
10	piece	Lever Arch File, Cardboard	27		
11	ream	Mimeograph, Legal, White	230		
12	piece	Scissor, Ergonomic, Comfort Plastic Grip, Stainless Steel	2		
13	ream	Special Paper for Certificate, 100gsm	4		
14	set	Specialty Paper, 200 gsm., size: 2160mm x 279mm	30		
15	piece	Stapler (HD50F)	5		
Nothing follows					
				TOTAL	P
Consolidated Part 11: Common Office Supplies - 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
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