



Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
Maharlika, Bislig City

REQUEST FOR QUOTATION

PR #: 2019-07-145
DATE: 07/05/2019

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 2 days in the return envelope attached herewith

[Signature]
ANCHIE C. VILLAESTER
BA, Chairman

- Note :**
- All entries must be typewritten.
 - Delivery Period within 2 calendar days upon receipt of Purchase Order.
 - 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-GPS 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) [x] Door to Door Delivery

Item No.	UNIT	ITEM AND DESCRIPTION	QTY	UNIT PRICE	BID PRICE TOTAL AMOUNT
1	can	Air Freshener 28ml / can	18 ✓		
2	lit	Alcohol 150ml, eth 1			
3	box	Ballpoint 0.5 black box of 50's	22		
4	box	Ballpoint, 0.5 blue box of 50's	2		
5	box	Big Notebook 90 leaves min (sew w / vinyl)	2 ✓		
6	ream	Bond Paper Long Sub 20	4		
7	ream	BONDPAPER A4 size Sub 20	50 ✓		
8	pcs	Correction Tape disposable usable length of 6m	50 ✓		
9	pcs	Data Folder w / finger ring (3" x 9" x 15" green	50 ✓		
10	pcs	Envelope-Expanded Carry Bag Type, Plastic	8 ✓		
11	pcs	Eraser rubber white	10 ✓		
12	pcs	Folder Expanded, green with tab	4 ✓		
13	box	FASTENER long leg, plastic	60 ✓		
14	box	FASTENER PLASTIC	8 ✓		
15	box	FASTENER, safety paper, high-quality, non-sharp edge	14 ✓		
16	pack	FOLDER BROWN-A4 pack of 100's	10 ✓		
17	pack	FOLDER BROWN-LONG pack of 100's	6		
18	jar	Glue all purpose, 300 grms min	12 ✓		
19	set	MARKING PEN white board, black	10 ✓		
20	box	Note pad 3" x 4", 100 sheets / pad	14 ✓		
21	pad	Note pad 2" x 2", 400 sheets / pad	20 ✓		
22	pad	Paper Clamp, 1" black box of 10's	20		
23	pad	Paper Clamp, 1 1/2" Assorted color box of 10's	8 ✓		
24	box	Paper Clamp, 2" black box of 10's	5 ✓		
25	box	Paper Clip, 48mm type,umbo 48mm, 100s / box	15 ✓		
26	box	PENCIL Lead w / eraser 12 box	12		
27	pcs	PENCILS mechanical	2		
28	pcs	Pencil Pen permanent, black bullet tip, non-toxic.	8 ✓		
29	book	Record Book 300 pages, Smyth sewn, 1" x 8.5"	14		
30	book	Record Book 500 pages	14 ✓		
31	pcs	Ruler, plastic 300mm	10 ✓		
32	box	Sign Pen refill high teck black box of 12's	2		
33	box	Sign Pen refill high teck blue box of 12's	5		
34	box	Sign Pen refill high teck, red	5		
35	box	Sign Pen high teck black refillable box of 12's	4 ✓		
36	box	Sign Pen high-teck blue refillable box of 12's	6		
			10		

37	box	Stamp Pad felt pad, min. 60mm x 100mm	2
38	box	STAMPING DATE, self-inking stamp	4
39	roll	STICKER PAPER 10PCS PER PAD, White	25
40	roll	Tape, double sided 1"	22
41	roll	Tape, masking, 24mm 50 meters length 1"	16
42	roll	Tape, transparent, 24mm 50 meters length, 1"	24
43	pack	Tissue Paper, 2 ply, 12 rolls / pack	10
44	box	WHITE BOARD PEN black	20
		*****Nothing Follows*****	
		Common Office Supplies for Third Quarter 2019	

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

Canvassed By:

Authorized Canvasser

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

PHILGEP'S REGISTRATION NUMBER