



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

REQUEST FOR QUOTATION

Company Name : _____ PR #: 2019-07-173
 Address: _____ DATE: 07/29/2019

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]

ANCHUR C. VILLARSTER
 BAC Chairman

- Note :**
1. All entries must be typewritten.
 2. Delivery Period within 2 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	can	Air Freshener 28ml/ can	12		
2	bot	Alcohol 150 ml ethyl	12		
3	pc	Arch File Folder, 2 inches	10		
4	box	Balpen, 0.3 black box of 50's	5		
5	box	Balpen, 0.3 blue box of 50's	5		
6	pack	Board Paper 10pcs per pad, long	20		
7	pack	Board Paper, A4 Size sub 20	20		
8	ream	Bond Paper, Long Sub 20	100		
9	ream	Bond Paper, Long Sub 20	50		
10	pc	Correction Tape disposable usable length of 6m.	30		
11	pc	Cutter heavy Duty	2		
12	pc	Data Folder w/ finger ring (3" x 9" x 15" green	6		
13	roll	Duct Ta pe 2 inches	4		
14	box	Fastener, safety- paper stainless	6		
15	box	Fastener, Plastic	6		
16	reams	Folder Brown-Long by 100's	5		
17	reams	Folder Tagboard, legal size	4		
18	jar	Glue, All Purpose, 300 grms min	6		
19	pack	Index Tab transparent	10		
20	pack	Marker, fluorescent, 3 colors / set	10		
21	boxes	Notarial Seal # 25	2		
22	pad	Note Pad (3"x4") 100 sheets per pad	20		
23	pc	Paper Clamp, 1" black 12's/box	10		
24	pc	Paper Clamp, 1 1/2" assorted color 12's/box	10		
25	pc	Paper Clamp, 2" black 12's/box	10		
26	pack	PHOTO PAPER pack of 20's	12		
27	pc	PVC Cover A4	15		
28	pc	PVC Cover, Long	15		
29	pc	Record Book, 300 pages, symeth sewn	6		
30	box	Rubber band 1.0mm thickness, min 350 grams/box	2		
31	pc	Ruler, Plastic, 300mm, Color: Green & Blue	6		
32	boxes	Sign Pen refill, high teck, black 12's/box	10		
33	boxes	Sign Pen refill, high teck, blue 12's/box	10		
34	boxes	Sign Pen refill, high teck, red 12's/box	2		
35	boxes	Sign Pen, high teck, black, refillable 12's/box	10		
36	boxes	Sign Pen, High teck, blue, refillable 12's/box	10		

37	boxes	Sign Pen high tech, red, refillable 12"s / box	2
38	pcs	Stamp Pad felt pad, min. 60mm x 100mm	6
39	box	Staple Wire standard, # 35	20
40	pcs	Stapler, heavy duty, standard	3
41	pack	Sticker Paper (10 pcs per pad) white	6
42	roll	Tape Double-Sided 1" 50M min	4
43	roll	Tape, Masking, 24mm, 50 meters length, 1"	12
44	roll	Tape, Masking, 28mm, 50 meters length, 2"	10
45	roll	Tape, packing, 28mm, 50 meters length, 2"	12
46	roll	Tape, Transparent, 24mm, 50 meters length, 1"-	30
47	roll	Tape, transparent, 28mm, 50 meters length, 2"	10
48	pack	Tissue Paper, 2 ply, 12rolls / pack	12
49	roll	Twine, plastic, 1kl. Per roll	4
50	unit	Waste Basket w/ cover, plastic, YELLOW GREEN RED,	12
51	pcs	Warrant Register, General Form no.105 *****Nothing Follows*****	3
PURPOSE: Provision for Office Supplies			

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

PHILGEPS REGISTRATION NUMBER