

Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
 Obrero Campus, Bo. Obrero Davao City  
**PROCUREMENT UNIT**  
**Request for Quotation**

PR NO.: 2019-08-0766  
 DATE: August 6, 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 \_\_\_\_\_ in the return envelope attached herewith

**REYNILDO D. GARCIA**  
 BAC Chairman *RG/19*

- 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-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) [ x ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	piece	DESK PAPER TRAY ORGANIZER, metal, 4 layers	1		
2	unit	4 Tier OFFICE FILE ORGANIZER SHELF RACK, black, metal	3		
3	piece	5 Tier Metal Mesh File Tray	2		
4	piece	ARCH FILE FOLDER with 3 side rings, color blue, legal size	10		
5	piece	ARCH FILE FOLDER with 3 side rings, color green, legal size	20		
6	piece	ARCH FILE FOLDER with 3 side rings, color red, legal size	35		
7	piece	ARCH FILE FOLDER with 3 side rings, color red, A4 size	10		
8	piece	BALLPOINT PEN, black, 0.5, G2, supargrip, retractable	410		
9	piece	BALLPOINT PEN, blue, 0.5, G2, supargrip, retractable	440		
10	piece	BALLPOINT PEN, red, 0.5, G2, supargrip, retractable	60		
11	piece	BALLPEN, super fine point 0.5, black	120		
12	piece	BALLPEN, super fine point 0.5, blue	120		
13	unit	BATTERY CHARGER with Two AA Batteries in the Slot and Two on the Surface	1		
14	pack	BATTERY, cnos, CR2032 (2 pcs/pack)	25		
15	pack	BATTERY, size 9 volts, 1pc/pack	25		
16	piece	BATTERY, Heavy duty, 1.5 V	6		
17	piece	BATTERY, rechargeable, 9V, 260mah	5		
18	piece	BATTERY, rechargeable, AA, 2800mah	5		
19	piece	BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	100		
20	box	BINDER WIRE, 8mm, A4 size, 100 pcs/box	12		
21	box	BINDER WIRE, 14.8mm, A4 size, 100 pcs/box	12		
22	ream	BINDING COVER, legal size	10		
23	unit	BINDING MACHINE, 24 holes, 450 sheets, maximum binding capacity 22 sheets punching	1		
24	ream	BOARD PAPER, Pink, long, 27gsm	5		
25	pack	BOARD PAPER, yellow, long (10 pcs/pack)	55		
26	pack	BOARD PAPER, Golden Yellow, A4, 10 pcs./pack	20		
27	sheet	CARTOLINA, thick, color blue	20		
28	sheet	CARTOLINA, thick, color yellow	500		
29	piece	CERTIFICATE HOLDER, A4 size	30		
30	piece	CERTIFICATE HOLDER, FRAME ( short size)	25		
31	piece	CLASS RECORD, 50 leaves	50		
32	piece	CLEARBOOK, refill, A4 size	100		
33	piece	CLEARBOOK, refill, Legal size	100		
34	piece	CORRECTION FLUID, 15 ml.	10		
35	piece	CORRECTION TAPE, refillable w/ case	45		
Sub-Total					

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	BID PRICE TOTAL AMOUNT
		Forwarded balance			
36	box	CORRECTION TAPE, refill of plus (WH-605)	2		
37	box	DATA FILE BOX, (15" x 9" x 15 3/4") 127mm x 229mm x 400mm w/ closed ends & finger ring files	10		
38	piece	ENVELOPE, plastic, A4 size	65		
39	box	ENVELOPE, expanding, kraftboard for short size documents, 100 doc/box	2		
40	piece	FOLDER, expanding, white with green edge, legal size	150		
41	box	FASTENER, Bindermax, 7cm X 3 1/2"	10		
42	box	FASTENER, paper, plastic, expanded	20		
43	box	FASTENER, paper, plastic with long clips	88		
44	roll	FAX THERMAL PAPER (use for fax Machine FO-51 Sharp)	3		
45	pack	FILE FOLDER, tagboard A4 size, brown, Expandable, 100's/pack	35		
46	piece	FILE FOLDER, pre-board, Legal size, white color	500		
47	pack	FOLDER, Clear Front Cover, A4 size, 100's/pack, (one color only)	5		
48	pack	FOLDER, Clear Front Cover, Legal size, 100's/pack, (one color only)	5		
49	piece	FOLDER, expanding, green color, legal	250		
50	piece	FOLDER, expanding, yellow color, legal size	50		
51	piece	FOLDER, expanding, long, white	140		
52	box	FOLDER, pre-board, 210mm x 370mm, 100's/box, red	3		
53	box	FOLDER, pre-board, 240mm x 370mm, 100's/box, blue	5		
54	box	FOLDER, pre-board, 240mm x 370mm, 100's/box, green	5		
55	pack	FOLDER, Tagboard, A4, 100pcs/pack, white	55		
56	piece	GEL PEN, 0.44mm, red	40		
57	bdL	GLUE all purpose, 130 grams	10		
58	bdL	GLUE, all purpose, 454 grams	61		
59	unit	Hot GLUE GUN, heavy duty, 20 watt rapid heating technology-100% safe	2		
60	box	INDEX TAB, self adhesive, 5 sets/box, assorted colors	8		
61	pack	LAMINATING FILM, 4.25 x 6.5", 100 pcs/pack	2		
62	pack	LAMINATING FILM, 65 x 95mm size, 100 pcs/pack, 125mic.	5		
63	pack	LAMINATING FILM, A4 size, 100's, 250 mic.	14		
64	pack	LAMINATING FILM, Legal size, 100's, 250 mic	4		
65	piece	MAGAZINE FILE BOX, large, blue	5		
66	piece	MAGAZINE FILE BOX, large, red	10		
67	bdL	MARKING PEN, permanent, ink for refill, black	10		
68	bdL	MARKING PEN, permanent, ink for refill, blue	10		
69	bdL	MARKING PEN, permanent, ink for refill, red	10		
70	piece	MARKER, permanent, broad type, black	38		
71	piece	MARKER, permanent, broad type, blue	18		
72	piece	MARKER, permanent, broad type, red	12		
73	box	MARKING PEN, permanent, broad, 12's/box, black	8		
74	box	MARKING PEN, permanent, broad, 12's/box, blue	8		
75	box	MARKING PEN, permanent, 12's/box, red	8		
76	piece	MARKING PEN, whiteboard, refill ink, black	188		
77	piece	MARKING PEN, whiteboard, refill ink, blue	128		
78	piece	MARKING PEN, whiteboard, refill ink, green	110		
79	pack	NOTE PAD, stick-on, neon color, assorted, 1" x 3" size	6		
80	ream	PAPER, mimeographing, whitewove, short, subs. 18	75		
81	ream	PAPER, mimeographing, whitewove, A4 size, subs. 18	40		
82	ream	PAPER, mimeographing, whitewove, legal size, subs. 18	155		
83	pack	PAPER, inkjet, generic, MU, Matte, 110gsm, A4, 100's/pack	5		
84	ream	PAPER, multi-copy, 100 gsm, size: 297mm x 420mm (A3)	10		
85	ream	PAPER, multi-copy, 100 gsm, size: 216mm x 279mm (A4)	25		
86	piece	PAPER TRIMMER, 5-in-1, 12" length	1		
87	piece	PEERLESS BOX, medium size	16		
88	piece	PEERLESS BOX, large size	70		
89	piece	PEERLESS BOX, small size	50		
90	pack	PHOTO PAPER, glossy, 4 x 6, 50's/pack	18		
91	pack	PHOTO PAPER, glossy, 8 x 11, 50's/pack	5		
92	pack	PHOTOPAPER, glossy, short, 280 gsm, 10 sheets/pack	10		
93	pack	PHOTOPAPER, glossy, short size, 230 gsm, 20 sheets/pack	5		
94	pack	PHOTOPAPER, glossy, long size, 280 gsm, 20 sheets/pack	10		
95	pack	PHOTOPAPER, matte, short size, 290 gsm, 20 sheet/pack	5		
		Sub-Total			

