



University of Southeastern Philippines
 Tagum-Mabini Campus
Request for Quotation

Date: 12/13/20
 PR No: 2020-07-202

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

[Signature]
REMEGIO G. DUJAN, 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.	A B C per unit	BID PRICE	
					UNIT PRICE	TOTAL PRICE
COMMON OFFICE SUPPLIES						
1	can	INSECTICIDE, aerosol type, net content: 600ml min	1	613.18	P _____	P _____
2	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	30	123.65	P _____	P _____
3	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	43	239.97	P _____	P _____
4	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	37	258.89	P _____	P _____
5	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	110	205.50	P _____	P _____
6	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	35	212.96	P _____	P _____
7	ream	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	1	111.88	P _____	P _____
8	box	STAPLE WIRE, for heavy duty staplers, (23/13)	2	54.34	P _____	P _____
9	roll	TAPE, PACKAGING, width: 48mm (±1mm)	1	21.97	P _____	P _____
10	piece	Ligth Bulb, LED, 7 watts 1 pc in individual box	1	90.38	P _____	P _____
11	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	3	213.54	P _____	P _____
12	piece	DUST PAN, non-rigid plastic, w/ detachable handle	2	81.94	P _____	P _____
13	can	FURNITURE CLEANER, aerosol type, 300ml min per can	2	254.16	P _____	P _____
14	piece	MOPHANDLE, heavy duty, aluminum, screw type	1	160.16	P _____	P _____
15	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	2	78.93	P _____	P _____
16	piece	CORRECTION TAPE, film base type, UL 6m min	35	22.03	P _____	P _____
17	piece	FLASH DRIVE, 16 GB capacity	3	306.97	P _____	P _____
18	unit	MOUSE, optical, USB connection type	8	198.95	P _____	P _____
19	piece	MARKER, whiteboard, blue, felt tip, bullet type	1	29.44	P _____	P _____
20	piece	MARKER, whiteboard, red, felt tip, bullet type	1	29.44	P _____	P _____
21	piece	MARKER, PERMANENT, bullet type, blue	1	9.88	P _____	P _____
22	piece	MARKER, PERMANENT, bullet type, red	1	9.88	P _____	P _____
23	set	FILE TAB DIVIDER, bristol board, for legal	6	26.08	P _____	P _____

24	cart	INK CART, EPSON C13T664100 (T6641), Black	22	312.00	P _____	P _____
25	cart	INK CART, EPSON C13T664200 (T6642), Cyan	37	333.92	P _____	P _____
26	cart	INK CART, EPSON C13T664300 (T6643), Magenta	9	335.57	P _____	P _____
27	cart	INK CART, EPSON C13T664400 (T6644), Yellow	9	335.57	P _____	P _____
28	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	1	9.72	P _____	P _____
		Nothing Follows				
					TOTAL	P _____
Common Office Supplies (CSE): GASS, Auxillary - Fund 101.						

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 Effective	: 10 October 2016
Approved by	: President

1/2

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

