



University of Southeastern Philippines
Tagum - Mabini Campus
Request for Quotation

Date: 10/21/20
 PR No: 2020-10-295

Company Name: _____

Address: _____

Please quote your lowest price on the items listed below, subject to the General Condition on the last page, starting the shortest time of delivery and submit your 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.	ABC per unit	BID PRICE	
					UNIT PRICE	TOTAL PRICE
1	pack	PAPER, Multi-Purpose (COPY) A4, 70 gsm	20	163.13	P	P
2	ream	Cartolina white	5	87.75	P	P
3	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	20	183.99	P	P
4	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	5	74.12	P	P
5	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	10	20.68	P	P
6	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	10	19.35	P	P
7	jar	GLUE, all purpose, gross weight: 200 grams min	10	51.78	P	P
8	box	STAPLE WIRE, STANDARD, (26/6)	30	21.02	P	P
9	roll	TAPE, MASKING, width: 24mm	5	57.23	P	P
10	roll	TAPE, MASKING, width: 48mm	5	111.73	P	P
11	roll	TAPE, PACKAGING, width: 48mm	20	19.08	P	P
12	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	30	10.57	P	P
13	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	30	20.93	P	P
14	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	5	21.54	P	P

15	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	5	41.42	P	P
16	piece	CORRECTION TAPE, film base type, UL 6m min	20	18.4	P	P
17	bundle	FOLDER, FANCY, for legal size documents	1	305.2	P	P
18	set	MARKER, FLUORESCENT, 3 assorted colors per set	5	39.02	P	P
19	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	5	6.27	P	P
20	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	5	13.35	P	P
21	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	10	21.79	P	P
22	piece	DATING AND STAMPING MACHINE, heavy duty	2	501.38	P	P
23	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	5	86.11	P	P
24	book	HANDBOOK (RA 9184), 7th Edition	5	30.52	P	P
25	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	30	36.28	P	P
26	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	30	36.28	P	P
27	box	Ballpen, Black	3	110	P	P
28	box	Ballpen, Blue	3	110	P	P
29	piece	Sign pen black 0.3mm needle tip	30	40	P	P
30	pcs	Cartolina white	100	6	P	P
31	box	Crayons, 24 colors	4	55	P	P
32	box	Push pins	3	85	P	P
33	box	Pastel, 12 colors	4	80	P	P
34	btl	Rugby	4	54	P	P
35	roll	Double sided tape 1"	10	35	P	P
36	roll	Double sided tape 1/2"	10	15	P	P
37	box	Paper Fastener Plastic coated	5	45	P	P
38	piece	Expanded folder (green) long	300	30	P	P
39	piece	Corection tape	20	75	P	P
40	roll	Plastic cellophane cover, G3	6	1100	P	P
41	roll	Plastic cellophane cover, G65	6	1100	P	P
42	cart	INK, EPSON L110/L360 (T6641), Black	20	280	P	P
43	cart	INK, EPSON L110/L360 (T6642), Cyan	10	280	P	P
44	cart	INK, EPSON L110/L360 (T6643), Magenta	10	280	P	P
45	cart	INK, EPSON L110/L360 (T6644), Yellow	10	280	P	P
46	piece	cutter knife (heavy duty)	4	100	P	P
					TOTAL	P

Purpose: Library Use.

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

Form No: FM-UseP-PUR-05
Issue Sta: 2018-
Revision: 00
Date Eff : 10 October 2016

Printed Name / Signature

Tel. No. / Cellphone No.

TIN No. of Establishment

WE BUILD DREAMS WITHOUT LIMITS

Address: University of Southeastern Philippines
Tagum-Mabini Campus, Apokon, Tagum City
Philippines 8100

Telephone: (084) 218-0998 local 501

Website: www.usep.edu.ph

E-mail: useptagumlibrary100107@gmail.com

