


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

PR NO.: 2020-11-2240A
DATE: NOVEMBER 17, 2020

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

REYNILO D GARCIA
 BAC Chairman

 23 Nov. 2020

- 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	Ballpoint pen, G2, 0.5, Black	554		
2	piece	Ballpoint pen, G2, 0.5, Blue	557		
3	piece	Ballpoint pen, G2, 0.5, Green	10		
4	piece	Ballpoint pen, G2, 0.5, Red	105		
5	piece	Ballpoint pen, G2, 0.5, Black, Refill	40		
6	piece	Ballpoint pen, Gs, 0.5, Blue, Refill	40		
7	piece	Ballpoint pen, Ordinary, Black	40		
8	piece	Ballpoint pen, Ordinary, Blue	40		
9	piece	Battery, Dry Cell, 9 Volts	10		
10	packs	Battery, Dry Cell, Aa, 2 Pcs/Blister Pack	25		
11	packs	Battery, Rechargeable, Aa	10		
12	packs	Battery, Rechargeable, Aaa	10		
13	rolls	Binding Tape, 2"	16		
14	boxes	Blank Certificate Seal, Gold, 50 Seals/Pack	5		
15	reams	Bondpaper, Subs. 20 A4/Long, Blue	4		
16	piece	Calculator, Electronic, 2 Way Power	1		
17	piece	Card Case (A4 Size, Cc-A4)	150		
18	piece	Certificate Hlder, Short	30		
19	piece	Certificate Jacket, A4 Size	10		
20	boxes	Clip, Backfold, All Metal, 19 Mm	29		
21	boxes	Clip, Backfold, All Metal, 25Mm	10		
22	boxes	Clip, Backfold, All Metal, 32 Mm	49		
23	boxes	Clip, Backfold, All Metal, 50Mm	3		
24	boxes	Continuous Form, 1 Ply, Short	5		
25	piece	Correction Tape Refill For Wh-605	172		
26	piece	Correction Tape W/ Case, Refillable, Wh 605	380		
27	piece	Cutter Knife, heavy duty	35		
28	piece	Dating And Stamping Machine	2		
29	piece	Desk Pen With String And Holder	8		
30	piece	Desktop Organizer Set, Steel Mesh Wire With Pen Holder	4		
31	piece	Desktop Organizer Set, Steel Mesh Wire, 3 Compartments	7		
32	piece	Document Drawer, Plastic, Stackable, 5 Layer Suitable For Letter	10		
33	piece	Envelope, Brown, Legal	3		
34	piece	Envelope, Brown, Short	99		
35	boxes	Envelope, Expanding , Green, Kraftboard, Long	30		
36	piece	Envelope, Expanding With Garter, Long	25		
37	boxes	Envelope, Expanding, Kraftboard, Legal Size	15		
38	piece	Envelope, Expanding, Plastic, Long	2		
39	piece	Envelope, Expanding, Red, Long	124		
40	piece	Envelope, Expanding, Yellow, Long	125		
41	piece	Eraser, Felt For Blackboard/Whiteboard	21		
		Sub-Total			

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
		Forwarded balance			
42	piece	Eraser, Rubber, Branded	67		
43	boxes	Fastener, Plastic, Long Wire	8		
44	boxes	Fastener, Plastic, Short Wire	124		
45	piece	Folder, Brown, Legal Size	799		
46	piece	Folder, Expanding, Blue With Black Edge, Long Size	130		
47	piece	Folder, Expanding, Pink With Black Edge, Long Size	40		
48	piece	Folder, Expanding, Red With Black Edge, Long Size	100		
49	piece	Folder, Expanding, White, Thick, Long Size	180		
50	boxes	Folder, Fancy, A4 Size	2		
51	packs	Folder, L Type, Plastic, A4 Size	2		
52	packs	Folder, L-Type, Plastic, Legal Size	4		
53	packs	Folder, Tagboard, A4 Size	26		
54	packs	Folder, Tagboard, Legal Size	13		
55	piece	Folder, White, Legal Size	50		
56	piece	Folder, Expanding, Green, Long	60		
57	bottle	Glue, 200 Ml	75		
58	boxes	Laminating Film, 9" X 50mm, 250 Microns	1		
59	sheets	Manila Paper	132		
60	sets	Marker, Fluorescent, 3 Colors/Set, Assorted	73		
61	piece	Marker, Permanent, Black, Bullet Type	32		
62	piece	Marker, Permanent, Blue, Bullet Type	32		
63	boxes	Marker, Permanent, Refillable, Bullet Type, Black, 12 Pcs/Box	20		
64	piece	Marker, Permanent, Black, Broad, Refillable	15		
65	piece	Marker, Permanent, Blue, Broad, Refillable	3		
66	bottle	Marker, Permanent, Red For Refill	5		
67	bottle	Marker, Whiteboard, Black For Refill	5		
68	bottle	Marker, Whiteboard, Blue For Refill	5		
69	piece	Marker, Whiteboard, Bullet Type, Black	712		
70	piece	Marker, Whiteboard, Bullet Type, Blue	514		
71	piece	Marker, Whiteboard, Bullet Type, Red	72		
72	piece	Marker, Whiteboard, Refillable, Bullet Type, Black	30		
73	piece	Marker, Whiteboard, Refillable, Bullet Type, Blue	27		
74	piece	Marker, Whiteboard, Refillable, Bullet Type, Red	24		
75	piece	Notebook, Stenographer Spiral, 40 Leaves	182		
76	pads	Notepad, Stick On, 2" X 3", 100'S/Pad	110		
77	pads	Notepad, Stick On, 3" X 3", 100'S/Pad	58		
78	pads	Notepad, Stick On, 76Mm X 100Mm (3" X 4") Min	155		
79	pads	Notepad, Stick On, 76Mm X 76Mm (3" X 3") Min	5		
80	pads	Notepad, Stick On, Neon Color, Assorted, 1" X 3"	8		
81	pads	Notepad, Stick On, Neon Color, Assorted, 2" X 3"	69		
82	pads	Notepad, Stick On, Neon Color, Assorted, 3" X 3"	8		
83	boxes	Paper Clip, Plastic Vinyl Coated, 48Mm	14		
84	piece	Paper Cutter, A3/B4 Size, Wooden Base	1		
85	piece	Paper Tray, Data Filer, Drawer Type, Long	2		
86	reams	Paper, Mimeo, Sub. 18, A4 Size	40		
87	reams	Paper, Mimeo, Sub. 18, Legal Size	20		
88	reams	Paper, Mimeo, Sub. 18, Short Size	20		
89	reams	Paper, Multi Purpose(Copy), 70 Gsm, Short Size	70		
90	reams	Paper, Multi Purpose(Copy), 70 Gsm, A4 Size	600		
91	reams	Paper, Multi Purpose(Copy), 70 Gsm, Legal Size	321		
92	reams	Paper, Multicopy, 100 Gsm, Short Size	10		
93	reams	Paper, Multicopy, 80 Gsm, A4 Size	285		
94	reams	Paper, Multicopy, 80 Gsm, A4 Size, Green	86		
95	reams	Paper, Multicopy, 80 Gsm, A4 Size, Yellow	82		
96	reams	Paper, Multicopy, 80 Gsm, Legal Size	233		
97	reams	Paper, Multicopy, 80 Gsm, Legal Size, Green	6		
98	reams	Paper, Multicopy, 80 Gsm, Legal Size, Yellow	9		
99	reams	Paper, News Print, Sub. 16, Legal Size	210		
		Sub-Total			

