

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

PR NO.: 2019-11-1815  
 DATE: NOVEMBER 5, 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

  
**REYNILLO D. GARCIA**  
 BAC Chairman x 11/6/19

- 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	bottle	ALCOHOL ethyl 68%-70% scented 500ml (-5ml)	480		
2	piece	Arch file folder with 3 side rings color blue legal size	20		
3	piece	Arch file folder with 3 side rings color green legal size	20		
4	piece	Arch file folder with 3 side rings color red legal size	30		
5	piece	Arch file folder with 3 side rings color red A4 size	10		
6	piece	Arch file Folder Green Legal	10		
7	piece	Arch file Folder Red Legal	5		
8	piece	Ballpen, black 0.5 G2 retractable	100		
9	piece	Ballpen, blue 0.5 G2 retractable	100		
10	piece	Ballpen red 0.5 G2 retractable	100		
11	pack	CARTOLINA assorted colors	64		
12	piece	CERTIFICATE HOLDER A4 size	60		
13	box	CHALK molds white dustless length: 78mm min	170		
14	piece	CLASS RECORD 50 leaves	100		
15	piece	CLEARBOOK, 20 transparent pockets for A4 size	58		
16	piece	CLEARBOOK, 20 transparent pockets for legal size	67		
17	ream	CONSTRUCTION PAPER (Assorted Colors Legal size)	10		
18	pack	CONSTRUCTION PAPER, Green 250's	60		
19	pack	CONSTRUCTION PAPER, Yellow 250's	60		
20	box	CONTINUOUS FORM 1 PLY 280 x 378mm	5		
21	piece	CORRECTION TAPE film base type UL 6m min	400		
22	piece	CUTTER BLADE, for heavy duty cutter	111		
23	piece	DATA FILE BOX, made of chipboard, with closed ends	122		
24	piece	DATA FOLDER, made of chipboard, tagline lock	39		
25	roll	Double Sided TAPE 18mm	10		
26	roll	Double Sided TAPE 24mm	84		
27	roll	Double Sided TAPE 48mm	50		
28	piece	DVD REWRITABLE speed: 4x min 4.7GB capacity min	107		
29	box	ENVELOPE documentary for A4 size document	86		
30	box	ENVELOPE documentary for legal size document	30		
31	box	ENVELOPE, EXPANDING, KRAFTBOARD, for short size documents, 100 pieces per box	4		
32	box	ENVELOPE EXPANDING KRAFTBOARD for legal size docs.	36		
33	piece	ENVELOPE EXPANDING PLASTIC, 0.50mm thickness min Legal	10		
34	piece	ENVELOPE KRAFT LONG	20		
35	box	ENVELOPE mailing, white with window	8		
36	piece	ENVELOPE, plastic, A4 size	65		
37	piece	ERASER FELT for blackboard/whiteboard	135		
38	piece	ERASER Rubber for pencil draft/writing	186		
39	sheet	Felt Paper, colored sheet	20		
40	set	FILE TAB DIVIDER bristol board for A4	26		
41	set	FILE TAB DIVIDER bristol board for legal	26		
42	pack	Folder Tagboard, A4, 100 pcs/pack white	7		
43	piece	FOLDER expanding, green color legal	100		
44	pack	FOLDER Tagboard, Legal size 100 pcs/pack white	8		
45	pack	FOLDER expanding, long white	200		
46	piece	Gel Pen-0.4mm Black	70		
47	piece	Gel Pen-0.4mm Blue	50		
48	piece	Gel Pen-0.4mm Red	40		
49	bottle	GLUE, all purpose 130 grams	10		
		Sub-Total			

