

Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, 8o. Obrero Davao City
 College of Information and Computing
Request for Quotation

Company Name : _____
 Address: _____

PR. No. 2020-02-170
 Date: 02-02-2020

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 envelopes attached herewith

DR. REYNOLDO GARCIA
 BAC Chairman

S 26/2/20

- Note :**
1. All entries must be typewritten.
 2. Delivery Period within 30 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-EPIS 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.	UNIT PRICE	BID PRICE	TOTAL AMOUNT
1	pc	Cork Board, Aluminum frame, 2x3 ft.	1			
2	pc	White Board Magnetic, Aluminum Frame , 2x3 ft. with Marker Tray	1			
3	pcs.	Frame, Picture size, 10"x12" dark brown	15			
4	pcs.	Frame, Certificate Holder, A4 size black	10			
5	pcs.	Frame, Certificate Holder, A4 size, dark brown	10			
6	pcs.	Folder, Presentation, long, clear cover, with built-in fastener, green	100			
7	pcs.	Folder, Presentation, long, clear cover, with built-in fastener, red	100			
8	boxes	Storage Box, Plastic, with wheel 50l, transparent	4			
9	pcs.	Plastic Document Drawer, stackable, 5-layer, suitable for letter, A4 and legal size	10			
10	units	Paper Shredder, 2mm x 10mm micro cut, 30l capacity, 42 x 45 x 68cm	2			
11	pcs.	Metal desk tray, Triple layer, black(Durametal), 40x25x3.8cm	5			
		xxxx nothing follows xxx				

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Canvassed By: _____
 Authorized Camvasser

Printed Name / Signature
 Tel. No. / Cellphone No.
 TIN No. of Establishment
 Date