



University of Southeastern Philippines
Tagum-Mabini Campus

Request for Quotation

Date: 03-17-2020
PR No: 2020-03-153

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

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.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
OTHER SUPPLIES					
1	unit	Lateral Steel File Cabinet (4 drawers)	1	P _____	P _____
2	piece	Ballpen (BPS fine) Black	14	P _____	P _____
3	ream	Book Paper (short) 70gsm	9	P _____	P _____
4	piece	Calculator (Ax120B) 12 digits	5	P _____	P _____
5	piece	Correction Tape Refill	25	P _____	P _____
6	piece	Disbursement Bindeer 4" (Copyright)	12	P _____	P _____
7	piece	Envelope, (long, kraft)	65	P _____	P _____
8	piece	Envelope, (short, kraft)	5	P _____	P _____
9	piece	Envelope, Expanding (long, kraft)	60	P _____	P _____
10	piece	Envelope, Mailing (long)	25	P _____	P _____
11	box	Fastener, Paper (HD, metal) pieces	3	P _____	P _____
12	box	Fastener, Paper 4" (plastic), HD	14	P _____	P _____
13	piece	Folder (brown, long) Bunos	160	P _____	P _____
14	piece	Folder (brown, short) Bunos	50	P _____	P _____
15	piece	Folder (white, short)	60	P _____	P _____
16	piece	Folder, expanding (green, long) w/ tab	25		
17	piece	Folder, expanding (green, long) w/o tab	25		
18	ream	Paper, colored (A4) green	15		
19	ream	Paper, Colored (A4) Yellow	15		
20	pack	Photopaper, (A4) 230 gsm 20's	5		
21	pad	Record Books 100's	2		
22	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (MyGel)	65		
23	piece	Sign Pen, Violet, liquid/gel ink, 0.5mm needle tip (MyGel)	26		
24	pack	Sticker Paper A4 (Good Quality) 20's	5		
25	unit	Printer, Inkjet, color (3-in-1), L3110	1		
26	unit	Uninterruptible Power Supply (UPS)	1		
27	cart	Ink Cart, Epson 003, Black	30		
28	cart	Ink Cart, Epson 003, Cyan	15		
29	cart	Ink Cart, Epson 003, Magenta	15		
30	cart	Ink Cart, Epson 003, Yellow	15		

		Nothing follows			
				TOTAL	P
For Second Quarter Other Supplies - 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

Address: University of Southeastern Philippines
Tagum-Mabini Campus, Brgy. Apokoh
Tagum City, Philippines 8100

Telephone: (084) 218-0998 local 501
Website: www.usep.edu.ph
Email: useptagum@usep.edu.ph

WE BUILD DREAMS WITHOUT LIMITS