



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

****Mandatory to fill in****

COMPANY NAME:	Quotation No. 23-05-275
CONTACT No.	Purchase Request No. G-2023-05-0358
Address:	Purpose: For University use (1st quarter)
TIN No.	ABC: 884,976.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ Calendar Days upon receipt
EMAIL ADDRESS:	of Purchase Order

INSTRUCTIONS TO SUPPLIERS:

1. Please **quote your lowest price** on the item/s listed below **comprising the necessary taxes**.
2. It is mandatory to **indicate the brand and/or model** of the items being offered and to **attach a brochure** thereof whenever applicable
3. Indicate the **warranty period** in cases of equipment or whenever applicable.
4. Forthwith submit the accomplished quotation **duly signed by your representative**.
5. Suppliers are required and mandated to attach and submit the following documentary requirements:
a) Valid Mayor's/ Business Permit; b) BIR Certificate of Registration; c) Authority to Print Receipt; d) PhilGEPS Membership Certificate; e) Omnibus Sworn Statement and f) Income/ Business Tax Return
6. All items must conform with the **internationally accepted standard** and **sub-standard items shall not be accepted**.

ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	UNIT PRICE	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	STAPLE WIRE, No. 35 (Standard)	420 box	45.00			
2	ACETATE PAPER, 200mic, A4, 100 pcs per pack	3 pack	320.00			
3	BALLPEN, black	1121 piece	7.00			
4	BALLPEN, blue	794 piece	7.00			
5	BALLPEN, red	111 piece	7.00			
6	BATTERY, dry cell, AAA	3 pack	20.00			
7	BATTERY, dry Cell, size AA	3 pack	22.00			
8	BATTERY, dry Cell, size D	1 pack	100.00			
9	BLADE, for general purpose cutter / utility knife	39 piece	16.00			
10	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	63 piece	300.00			
11	CARBON FILM, A4	19 box	250.00			
12	CARBON FILM, legal	5 box	270.00			
13	SIGN PEN, black	870 piece	25.00			
14	SIGN PEN, blue	624 piece	25.00			
15	SIGN PEN, red	54 piece	25.00			
16	TAPE, transparent, 24mm, 20 meters	458 roll	15.00			
17	TAPE, transparent, 24mm, 50 meters	76 roll	25.00			
18	CLIP, backfold, all metal, 19mm, 12 pieces per box	344 box	10.00			
19	CLIP, backfold, all metal, 25mm, 12 pieces per box	414 box	17.00			
20	CLIP, BULLDOG	2 box	100.00			
21	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	834 piece	17.00			
22	CUTTER KNIFE, heavy duty	110 piece	40.00			
23	DATA FILE BOX, made with chipboard, with closed ends	831 piece	80.00			
24	DATA FOLDER, made with chipboard, taglia lock, 2 hole	1054 piece	115.00			
25	Ring Binder 3 ring folder - Long (2 inches thick)	10 piece	210.00			
26	EAR TAG Plastic assorted colors 10bdls /pck	5 pack	45.00			
27	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	102 box	1,100.00			
28	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	135 box	815.00			
29	ENVELOPE, MAILING, 500 pieces per box	81 box	475.00			
30	ENVELOPE, mailing, with window	18 box	540.00			
31	ERASER, rubber	315 piece	10.00			
32	FILE TAB DIVIDER, A4, 5 colors per set	110 set	15.00			
33	FILE TAB DIVIDER, Legal size, 5 colors per set	126 set	18.00			
34	Flash Drive 8Gb, usb 3.0 plug and play	5 piece	100.00			
35	FOLDER with Tab, A4, 100pcs/pack	256 pack	320.00			
36	FOLDER with Tab, Legal, 100pcs/pack	362 pack	370.00			
37	INDEX TAB, self-adhesive, 5 set/ box, assorted colors	391 box	70.00			
38	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad, assorted color	675 pad	55.00			
	BY ITEM					
	NOTE: Please attach brochure and indicate days of delivery					

Accomplished by:

By the authority of the University President.

Supplier's Representative
(Print name and Signature)

DR. DOLLY P. MAROMA
BAC Chairman

Date Accomplished : _____

Canvassed by:

Name and Signature