



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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| **Mandatory to fill in** | |
| COMPANY NAME: | Quotation No. 23-05-249 |
| 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 |
| EMAIL ADDRESS: | upon receipt 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 | BRAND & MODEL OFFERED | UNIT PRICE | TOTAL PRICE |
|----------|---|------------|-----------------------|------------|-------------|
| 1 | STAPLE WIRE, No. 35 (Standard) | 420 box | | | |
| 2 | ACETATE PAPER, 200mic, A4, 100 pcs per pack | 3 pack | | | |
| 3 | BALLPEN, black | 1121 piece | | | |
| 4 | BALLPEN, blue | 794 piece | | | |
| 5 | BALLPEN, red | 111 piece | | | |
| 6 | BATTERY, dry cell, AAA | 3 pack | | | |
| 7 | BATTERY, dry Cell, size AA | 3 pack | | | |
| 8 | BATTERY, dry Cell, size D | 1 pack | | | |
| 9 | BLADE, for general purpose cutter / utility knife | 39 piece | | | |
| 10 | CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box | 63 piece | | | |
| 11 | CARBON FILM, A4 | 19 box | | | |
| 12 | CARBON FILM, legal | 5 box | | | |
| 13 | SIGN PEN, black | 870 piece | | | |
| 14 | SIGN PEN, blue | 624 piece | | | |
| 15 | SIGN PEN, red | 54 piece | | | |
| 16 | TAPE, transparent, 24mm, 20 meters | 458 roll | | | |
| 17 | TAPE, transparent, 24mm, 50 meters | 76 roll | | | |
| 18 | CLIP, backfold, all metal, 19mm, 12 pieces per box | 344 box | | | |
| 19 | CLIP, backfold, all metal, 25mm, 12 pieces per box | 414 box | | | |
| 20 | CLIP, BULLDOG | 2 box | | | |
| 21 | CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic | 834 piece | | | |
| 22 | CUTTER KNIFE, heavy duty | 110 piece | | | |
| 23 | DATA FILE BOX, made with chipboard, with closed ends | 831 piece | | | |
| 24 | DATA FOLDER, made with chipboard, taglia lock, 2-hole | 1054 piece | | | |
| 25 | Ring Binder 3 ring folder - Long (2 inches thick) | 10 piece | | | |
| 26 | EAR TAG Plastic assorted colors 10bdls / pck | 5 pack | | | |
| 27 | ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box | 102 box | | | |
| 28 | ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box | 135 box | | | |
| 29 | ENVELOPE, MAILING, 500 pieces per box | 81 box | | | |
| 30 | ENVELOPE, mailing, with window | 18 box | | | |
| 31 | ERASER, rubber | 315 piece | | | |
| 32 | FILE TAB DIVIDER, A4, 5 colors per set | 110 set | | | |
| 33 | FILE TAB DIVIDER, Legal size, 5 colors per set | 126 set | | | |
| 34 | Flash Drive 8Gb, usb 3.0 plug and play | 5 piece | | | |
| 35 | FOLDER with Tab, A4, 100pcs/pack | 256 pack | | | |
| 36 | FOLDER with Tab, Legal, 100pcs/pack | 362 pack | | | |
| 37 | INDEX TAB, self-adhesive, 5 set/ box, assorted colors | 391 box | | | |
| 38 | NOTE PAD, stick-on, (3"x3"), 100 sheets per pad, assorted color | 675 pad | | | |
| | BY LOT | | | | |
| | NOTE: Please attach brochure and indicate days of delivery | | | | |
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| Accomplished by: | By the authority of the University President. |
| <div>Supplier's Representative (Print name and Signature)</div> | <div>DR. DOLLY P. MAROMA BAC Chairman</div> |
| Date Accomplished : _____ | Canvassed by: |
| | <div>Name and Signature</div> |

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Revision: 1
JAM 5-17-2023