



Republic of the Philippines BULACAN AGRICULTURAL STATE COLLEGE	Document No.: BASC-PRO-QSF-02
REQUEST FOR QUOTATION	Rev. No.: 00
	Effectivity Date: 06/03/2019

Project Reference Number:

Name of the Project:

Location of the Project:

Date: _____

Quotation No. _____

Company Name _____

Address _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions 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.

CORAZON R. ABABA

Procurement Officer

- NOTE:
1. THE APPROVED BUDGET FOR THE CONTRACT IS _____.
 2. ALL ENTRIES MUST BE TYPEWRITTEN.
 3. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS.
 4. WARRANTY SHALL BE FOR A PERIOD OF three (3) MONTHS FOR NON-EXPENDABLE SUPPLIES ONE (1) YEAR NON-EXPENDABLE SUPPLIES FROM DATE ACCEPTANCE BY THE PROCURRING ENTITY.
 5. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
 6. PHILGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
 7. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED.

ITEM No.	Unit	ITEM & DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	pack	battery dry cell size AA	93		
2	pack	battery dry cell size AAA	86		
3	pcs	calculator, Compact	7		
4	ream	copy paper A3	10		
5	ream	Copy paper letter short	25		
6	pcs	Data file box	30		
7	pcs	Data file box (ARCH FILE)	100		
8	pcs	Dating and Tamping machine	12		
9	set	file tab divider bristol board A4	10		
10	set	File tab divider bristol board long	10		
11	pcs	Glue all Purpose	72		
12	box	Index Tab Transparent	50		
13	roll	Packaging tape 48mm	10		
14	box	Pencil lead w/ eraser	50		
15	pcs	Pencil sharpener heavy duty (big)	17		
16	pcs	Puncher, paper heavy duty	18		
17	pcs	sign pen, Black	131		
18	pcs	sign pen, Blue	87		
19	pcs	sign pen, red	75		
20	pcs	staple Remover plier metal type	24		
21	box	Staple wire 23/13	20		
22	box	staple wire standard	100		
23	pcs	Stapler standard type	21		
24	pad	sticky note pad 2x3	82		
25	pad	sticky note pad 3x4	99		

Item No. _____	Item No. _____
Brand and Mode _____	_____
Delivery Period: _____	_____
Warranty: _____	_____
Price Validity: _____	_____


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

Printed Name / Signature

Tel. No. / Cellphone No.

e-mail address

Date

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ITEM No.	Unit	ITEM & DESCRIPTION	QTY	UNIT PRICE	TOTAL
26	pcs	tape dispense, table tap	18		
27	pack	Specialty board paper long white	50		
28	pack	Specialty board paper long cream	50		
29	pack	Sticker paper matte A4	150		
30	pack	Sticker paper Glossy A4	50		
31	pcs	Clear Folder long	100		
32	pack	photo paper A4	50		
33	pack	photo paper long	30		
34	pack	Specialty paper for certificate short	30		
35	pack	Specialty paper for certificate long	30		
36	pack	Laminating film A4	10		
37	pack	Laminating film long	10		
38	pcs	Accession record book	15		
39	box	Index card 3x5	10		
40	box	Index card 5x8	10		
41	pack	Colored paper	50		
42	roll	electrical tape	32		
43	pcs	Expandable folder long	500		
44	pcs	marker whiteboard Black	84		
45	pcs	marker whiteboard Blue	39		
46	pcs	marker whiteboard Red	34		

Item No.

Item No.

Brand and Mode _____

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Warranty: _____

Price Validity: _____

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ITEM No.	Unit	ITEM & DESCRIPTION	QTY	UNIT PRICE	TOTAL
47	pcs	marker permanent black	87		
48	pcs	marker permanent Blue	33		
49	pcs	marker permanent Red	37		
50	box	paper clip 33mm	92		
51	box	paper clip 50mm	95		
52	pcs	Stapler heavy duty Binder type	1		

Brand and Mode _____	Item No. _____
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