



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
REQUEST FOR QUOTATION

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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	66		
2	pack	battery Dry cell size AAA	56		
3	pack	battery Dry cell size D	17		
4	pcs	Blade for General purpose cutter /ability knife	15		
5	pcs	calculator , compact	5		
6	box	Record book 300 pages	28		
7	ream	Copy paper A3	10		
8	ream	copy paper Letter short	28		
9	pcs	cutter/ utility knife	15		
10	pcs	Data file box	250		
11	pcs	Data folder (Arch file)	123		
12	pcs	dating and stamping machine	10		
13	box	Envelope brown A4	14		
14	box	Envelope brown long	28		
15	pcs	Envelope Expanding plastic long	96		
16	box	Record book 500 pages	45		
17	set	file tab Divider bristol board A4	20		
18	set	File tab Divider bristol board long	20		
19	pack	Folder Ordinary Brown or white A4 100's	12		
20	pcs	Glue all Purpose	68		
21	box	Index tab transparent	300		
22	pcs	Magazine File Box large	100		
23	roll	packaging tape 48mm	49		
24	box	pencil lead with Eraser	56		
25	pcs	pencil sharpener	6		
26	pcs	Puncher, paper heavy duty	3		
27	box	Rubber bond #18	1		
28	pcs	Sign, pen Black	138		
29	pcs	Sign, pen Blue	76		
30	pcs	Sign, pen red	59		
31	pcs	Staple Remover plier metal type	15		
32	box	Staple wire 23/13	48		
33	box	Staple wire standard	67		
34	pcs	Stapler heavy duty	10		
35	pcs	Stapler standard type	36		
36	pad	Sticky note pad 2x3	44		
37	pad	Sticky note pad 3x4	80		
38	pcs	tape dispenser,table top	5		
39	pack	specialty board paper long white	200		
40	pack	specialty board paper long cream	200		
41	pack	Sticker paper matte A4	170		
42	pack	Sticker paper glosy A4	50		

43	pcs	Clearr folder long	100		
44	pack	photo paper long A4	70		
45	pack	photo paper long	30		
46	pack	specialty paper for certificates short	30		
47	pack	specialty paper for Certificates long	30		
48	pack	Laminating film A4	10		
49	pack	laminating film long	10		
50	pcs	accession record book	15		
51	pcs	envelope coin # 8 1/2	40		
52	box	index card 3x5	10		
53	box	index card 5x8	10		
54	pack	colored paper	50		

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