



Republic of the Philippines	Document No.: BASC-PRO-QSF-02
<b>BULACAN AGRICULTURAL STATE COLLEGE</b>	Rev. No.: 00
<b>REQUEST FOR QUOTATION</b>	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 Double AA	100		
2	pack	Battery Triple AAA	98		
3	box	Carbon Film Legal	15		
4	pcs	Clearbook 20 Transparent Pockets, A4	100		
5	pcs	Clearbook 20 Transparent Pockets, Legal	100		
6	box	Clip, Backfold, 19mm	119		
7	box	Clip, Backfold, 25mm	121		
8	box	Clip, Backfold, 32mm	124		
9	ream	Copy Paper A3	19		
10	ream	Copy Paper Short	50		
11	pcs	Data File Box	100		
12	pcs	Envelope, Expanding Plastic	100		
13	box	Fastener, Metal	50		
14	pack	Folder, Brown Ordinary Long 100 pcs/pack	5		
15	pcs	Folder, Expanded Long	1200		
16	pcs	Folder, Sliding Long	100		
17	pcs	Laminating Film	176		
18	pcs	Linen Paper Long	5		
19	pcs	Linen Paper Short	5		
20	pcs	Manila Paper	15		
21	pcs	Magazine File Box	50		
22	pcs	Marker Flourescent	100		
23	pcs	Marker, Whiteboard Black	100		
24	pcs	Marker, Whiteboard Blue	60		
25	pcs	Marker, Whiteboard Red	60		
26	pad	Note Pad Stick on 2x3	100		
27	pad	Note Pad Stick on 3x4	100		
28	pad	Note Pad Stick on 3x3	100		
29	pcs	Pencil, Mechanical	22		
30	box	Pencil	70		
31	roll	Plastic Cover	15		
32	pcs	Permanent Marker, Ink	20		
33	pcs	Puncher Heavy Duty	15		
34	box	Push Pin	25		

Brand and Model: _____	Item No. _____	Item No. _____
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
35	pcs	Philippine Flag Standard Size	16		
36	pcs	Ring Binder 0.5"	20		
37	pcs	Ring Binder 1"	20		
38	pcs	Ring Binder 1.5"	20		
39	pcs	Ring Binder 2"	20		
40	pcs	Ring Binder 2.5"	20		
41	pcs	Ring Binder 3.5"	20		
42	pcs	Ruler Plastic 12"	40		
43	pcs	Sign Pen Black	240		
44	pcs	Sign Pen Blue	240		
45	pcs	Sign Pen Red	240		
46	pcs	Stamp Pad Felt	30		
47	pcs	Scissors Heavy Duty	50		
48	pcs	Stapler Heavy Duty	9		
49	pcs	Sign Pen Green	60		
50	box	Staple Wire #10	20		
51	pcs	Tape, Electrical	15		
52	roll	Tape, Packaging 48mm	30		
53	roll	Tape, Transparent 24mm	60		
54	roll	Tape, Transparent 48mm	30		
55	roll	Tape, Masking 24mm	50		
56	roll	Tape, Masking 48mm	50		
57	box	Thumbtacks	20		
58	pcs	USB Flashdrive 32GB	10		

	Item No.		Item No.	
Brand and Model: _____	_____	_____	_____	_____
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