



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
REQUEST FOR QUOTATION

Document No.: BASC-PRO-QSF-02
 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.

MANDY D. BERNARDO
 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
41	pad	Note pad stick on 2x3	75		
42	pad	Note pad stick on 3x3	70		
43	pad	Note pad stick on 3x4	50		
44	pad	Pad Paper	10		
45	box	Paper clip, vinyl, 50mm	60		
46	box	Pencil	30		
47	pcs	Pencil, mechanical	10		
48	pcs	Permanent marker, ink	10		
49	pcs	Philippine flag standard size	3		
50	roll	Plastic cover	3		
51	pcs	Puncher heavy duty	10		
52	box	Push pin	18		
53	book	Record Book, 300 pages	20		
54	book	Record Book, 500 pages	20		
55	pcs	Ring binder 0.5"	40		
56	pcs	Ring binder 1"	40		
57	pcs	Ring binder 1.5"	40		
58	pcs	Ring binder 2"	40		
59	pcs	Ruler plastic 12"	18		
60	pcs	Scissors heavy duty	45		
61	pcs	Sign pen black	60		
62	pcs	Sign pen blue	60		
63	pcs	Sign pen green	36		
64	pcs	Sign pen red	60		
65	pcs	Stamp pad felt	18		
66	box	Staple wire #10	10		
67	pcs	Stapler heavy duty	2		
68	piece	Tape Dispenser, table top	10		
69	pcs	Tape, electrical	10		
70	roll	Tape, packaging 48mm	20		
71	roll	Tape, transparent 24mm	50		
72	roll	Tape, transparent 48mm	20		
73	roll	Tape,masking 24mm	20		
74	roll	Tape,masking 48mm	20		
75	box	Thumbtacks	10		
76	pcs	USB Flashdrive 32GB	10		

Brand and Model: _____ 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
1	roll	Acetate, 50 meters	2		
2	can	Ballpen, black	5		
3	pack	Battery Double AA	75		
4	pack	Battery Triple AAA	35		
5	box	Carbon film legal	3		
6	pack	Cartolina, assorted colors	1		
7	pcs	Clearbook 20 transparent pockets, A4	10		
8	pcs	Clearbook 20 transparent pockets, legal	10		
9	box	Clip backfold, 50mm	40		
10	box	Clip, backfold, 19mm	40		
11	box	Clip, backfold, 25mm	40		
12	box	Clip, backfold, 32mm	40		
13	ream	Copy paper A3	10		
14	ream	Copy paper short	25		
15	piece	Correction Tape, 8 meters	140		
16	piece	Cutter/Utility Knife	15		
17	pcs	Data file box	50		
18	piece	Dater	7		
19	box	Envelope, Expanding kraft, 100 pcs	3		
20	pcs	Envelope, Expanding plastic	50		
21	box	Fastener, metal	30		
22	piece	File Organizer, Expanding	20		
23	piece	Folder Colored	100		
24	piece	Folder plastic, Long	30		
25	piece	Folder sliding, Short	20		
26	pack	Folder with Tab, Legal	5		
27	pack	Folder, Brown Ordinary Long 100 pcs/pack	3		
28	pcs	Folder, Expanded long	300		
29	pcs	Folder, Sliding long	150		
30	box	Index Tab, transparent	20		
31	pcs	Laminating film	20		
32	pcs	Linen paper long	5		
33	pcs	Linen paper short	5		
34	pcs	Manila Paper	15		
35	set	Marker Fluorescent	50		
36	pcs	Marker, whiteboard black	50		
37	pcs	Marker, whiteboard blue	24		
38	pcs	Marker, whiteboard red	24		
39	piece	Marking pen, Ink, white board	17		
40	set	Metal filing tray 3 layers	5		

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