



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
REQUEST FOR QUOTATION

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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
1	box	Clip backfold, 50mm	46		
2	ream	Copy paper A4 80gsm	50		
3	ream	Copy paper short	20		
4	piece	Cutter/Utility Knife	13		
5	pcs	Data file box	100		
6	pcs	Data Folder	120		
7	piece	Dating and Stamping machine	10		
8	box	Envelope, Expanding kraft, 100pcs	5		
9	pack	Folder, Brown Ordinary Long 100 pcs/pack	10		
10	boxes	Folder, Expanded long	10		
11	bottle	Glue multipurpose	70		
12	box	Index Tab, transparent	50		
13	pcs	Marker, whiteboard black	30		
14	pcs	Marker, whiteboard blue	20		
15	pcs	Marker, whiteboard red	20		
16	piece	Marking pen, Ink, white board	10		
17	set	Metal filing tray 3 layers	10		
18	pad	Pad Paper	3		
19	box	Paper clip, vinyl, 50mm	30		
20	pcs	Pencil, mechanical	10		
21	pcs	Puncher heavy duty	18		
22	box	Push pin	20		
23	book	Record Book, 300 pages	20		
24	book	Record Book, 500 pages	20		
25	pcs	Ring Binder 0.5"	10		
26	pcs	Ring Binder 1"	10		
27	pcs	Ring Binder 1.5"	10		
28	pcs	Ring Binder 2"	10		
29	pcs	Scissors heavy duty	20		
30	pack	Specialty paper long	50		
31	pack	Specialty paper A4	50		
32	pcs	Stamp pad ink	20		
33	pcs	Stamp pad felt	14		
34	pcs	Staple remover metal plier type	24		
35	box	Staple wire heavy duty binder type 23/13	20		
36	box	Staple wire #10	20		
37	roll	Tape, transparent 24mm	30		
38	roll	Tape, transparent 48mm	30		
39	roll	Tape, masking 24mm	80		
40	roll	Tape, masking 48mm	20		
41	box	Thumbtacks	18		

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 _____