	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 sumbit 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	pcs	Ballpen ordinary black	405		
2	pcs	Ballpen ordinary blue	206		
3	pack	Battery siza AA	100		
4	pack	Battery siza AAA	100		
5	box	Clip, backdold 25mm	50		
6	box	Clip, backdold 32mm	50		
7	box	Clip, backdold 50mm	50		
8	pcs	Correction tape big	200		
9	pcs	Data file box Legal (maroon)	300		
10	pcs	Desk pen	55		
11	box	Fastener metal	77		
12	pcs	Glue multi purpose (firm paste)	50		
13	pcs	Glue stick for glue gun	4		
14	pcs	Marker, permanent black	120		
15	pcs	Marker, permanent blue	80		
16	pcs	Marker, permanent red	24		
17	pcs	Marker, whiteboard black	181		
18	pcs	Marker, whiteboard blue	124		
19	pcs	Marker, whiteboard red	24		
20	pcs	Mechanical pencil	12		
21	pcs	Mouse pad	39		
22	ream	Paper, multi copy A4 80 gsm	262		
23	ream	Paper, multi copy Long 80 gsm	263		
24	ream	Paper, short	25		
25	box	Pencil #2	73		
26	pack	Photo paper	115		
27	pcs	Plastic envelope heavy duty with handle	100		
28	box	Push pin	10		
29	pcs	Record book 300 pages	50		
30	pcs	Record book 500 pages	50		
31	pcs	Sign pen black	280		
32	pcs	Sign pen blue	316		
33	pcs	Sign pen red	193		
34	pcs	Sign pen green	62		
35	pack	Specialty board paper long white	50		
36	pack	Specialty board paper A4 white	100		
37	box	Staple wire standard	95		
38	pcs	Stapler, No. 10, 16 sheets	10		
39	pcs	Steno notebook	50		
40	pack	Stacker paper 10's	214		
41	pad	Sticky note 4x3	50		
42	pad	Sticky note medium 3x3	107		
43	pad	Sticky note small 2x3	50		
44	roll	Tape, double sided	30		
45	roll	Tape, packaging 48mm	20		
46	roll	Tape, transparent 24mm	136		

	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