



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	pcs	Ballpen ordinary black	100		
2	pcs	Ballpen ordinary blue	100		
3	pcs	Ballpen ordinary red	50		
4	pack	Battery size AA	20		
5	pack	Battery size AAA	20		
6	box	Chalk, white enamel 100 pcs per box	10		
7	box	Clip, backfold 25mm	20		
8	box	Clip, backfold 32mm	20		
9	box	Clip, backfold 50mm	20		
10	box	Clip, backfold 19mm	20		
11	pcs	Clearbook, 20 transparent pockets long	20		
12	pcs	Cutter/Utility knife for general purposes	30		
13	pcs	Data File box Legal (maroon and blue)	100		
14	pcs	Data Folder (Archfile/Tickler) blue and green	200		
15	pcs	Dating and Stamping machine	10		
16	box	Fastener metal	10		
17	pcs	Folder, clear A4	50		
18	pcs	Folder, clear long	150		
19	pcs	Glue multi purpose (firm paste)	10		
20	box	Index tab (5 pcs/box)	30		
21	pcs	Marker, whiteboard black	50		
22	pcs	Marker, whiteboard blue	20		
23	pcs	Marker, whiteboard red	10		
24	box	Paper clip 50mm	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	Sign pen black	120		
30	pcs	Sign pen blue	120		
31	pcs	Staple remover plier type metal	10		
32	box	Staple wire standard	50		
33	roll	Tape, double sided	10		
34	roll	Tape, masking 48mm	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