

Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY – MAIN CAMPUS
 Bids and Awards Committee – Good and Services
 Tel. No: 402-4080

Date:	
PR No:	0305
Quotation No:	20-0305
Mode of Procurement:	53.9 Small Value

Company Name: _____

Address: _____

TIN: _____

Gentlemen and Ladies:

Invitation for Request for Quotation for the project: **OFFICE SUPPLIES**, the approved budget for the contract (ABC) is: **218,085.00**

Please quote your lowest price on the item/s listed stating the shortest time of delivery and submit your quotation duly signed by you or your authorized representative. Insert your duly accomplished quotation on the attached return envelope and seal the same.


ANTONIO F. PACAYRA
 Procurement Officer

Item No.	Item And Description	Qty/Unit	Brand/Model (Offered by Supplier)	Unit Price	Total Price Quotation (Offered by Supplier)
1.	PAPER, 80GSM, 8.5" x 11", Short size (BONDPAPER Subs. 24)	100 reams			
2.	PAPER, 70GSM, 8.5" x 11", Short size (BONDPAPER Subs. 20)	100 reams			
3.	PAPER, colored, subs. 16, 8.5" x 11" (BONDPAPER)	20 reams			
4.	PAPER, colored, subs. 16, 8.5" x 13" (BONDPAPER)	20 reams			
5.	PAPER, special, size: 8.5" x 13", scented	20 box			
6.	PHOTO STICKER PAPER, glossy, A4	25 packs			
7.	RING BINDER, plastic, 25mm, 10 pcs. per bundle	10 bundles			
8.	FOLDER, FANCY LEGAL, 50 pcs. per bundle	15 packs			
9.	MARKER, whiteboard, black, felt tip, bullet type	15 pcs.			
10.	MARKER, whiteboard, blue, felt tip, bullet type	14 pcs.			
11.	MARKER, whiteboard, red, felt tip, bullet type	14 pcs.			
12.	MARKER, permanent, bullet type, black	15 pcs.			
13.	MARKER, permanent, bullet type, blue	15 pcs.			
14.	MARKER, permanent, bullet type, red	15 pcs.			
15.	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	15 pcs.			
16.	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	15 pcs.			
17.	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	15 pcs.			
18.	ARC File, long	80 pcs.			
19.	PAPER, special, size: 8.5" x 13"	20 box			

20.	PAPER, special, size: 8.5" x 11"	20 box			
21.	STAPLE WIRE, No. 35 standard (26/6)	20 box			
22.	Staples Lever Arch File, legal size, black	40 pcs.			
23.	Elmer's Glue All Purpose E372PH White 130 grams	20 pcs.			
24.	STABILO Boss Executive 4s	10 box			
25.	TONER CART, HP CE285A (HP85A), black	4 carts			
26.	TONER, Orite TN-18	2 carts			
27.	PAPER, colored, subs. 16, 8.5" x 11"	5 reams			
28.	PAPER PHOTO, sticker, glossy, 8.5" x 11"	25 packs			
29.	PVC Cover, long	5 box			
30.	PVC Cover, short	5 box			
31.	STAPLE WIRE, for heavy duty stapler, (23/13)	15 box			
32.	STAPLE WIRE, standard (26/6)	15 box			
33.	TAPE, MASKING, width: 24mm, 50 meters length	30 rolls			
34.	TAPE, MASKING, width: 48mm, 50 meters length	5 rolls			
35.	TAPE, PACKAGING, width: 48mm, 50 meters length	15 rolls			
36.	TAPE, TRANSPARENT, width: 24mm, 50 meters	15 rolls			
37.	RUBBER BAND, 70mm min lay flat length (#18)	5 box			
38.	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	19 pcs.			
39.	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	20 pcs.			
40.	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	20 pcs.			
41.	STAMP PAD INK, purple or violet	10 bottles			
42.	PENCIL, lead, w/ eraser, wood cased, hardness: HB, one (1) dozen per box	10 box			
43.	RECORD BOOK, 300 pages, size: 214mm x 278mm min	20 books			
44.	PAPER, Multi-Purpose (COPY) A4, 70gsm, 8.27 x 11.69", A4 (BONDPAPER Subs. 20)	20 reams			
45.	PAPER, Multi-Purpose (Copy) Legal, 70gsm, 8.5 x 13", long size (BONDPAPER Subs. 20)	60 reams			
46.	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4, (BONDPAPER Subs. 24)	10 reams			
47.	NOTEPAD, stick on, 50mm x 76mm (2" x 3") min, 100 sheets per pad	30 pads			
48.	ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs. per box	6 box			
49.	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document, 100 pcs. per box	10 box			
50.	BROWN ENVELOPE, long	3 packs			
Total:					

Please be advised that in the event that you will be declared as the Lowest Complying and Responsive Supplier, said items will be awarded to you subject to submission of the documentary requirements **(1. PhilGEPS Registration Certificate/ Number 2. Mayor's Permit 3. Income Tax Return 4. Omnibus Sworn Statement)**. A Notice of Award and Purchase Order will be then issued.

Note: **Award to the Lowest Complying Supplier shall be on a LOT basis. (Please quote all items to avoid disqualification).**

Printed Name/ Signature

Tel No./ Mobile No.

Date

Terms and Conditions:

- Terms of Payment: _____
- Delivery Schedule: _____
- Price validity is 120 days from date of quotation

Canvassed by:

Name, Signature and Date