

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

Date:	
PR No:	0488
Quotation No:	20-0488
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: **162,458.00**

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.


ANTONIETO 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.	Staple Wire, for heavy duty staplers, (26/6)	15 boxes			
2.	Scissors, combination 2-in-1 anti-slip serration & U-shape blade, 3mm-thick durable blades	8 pieces			
3.	Feather Duster	2 pieces			
4.	Employee Ledger Card	1000 pieces			
5.	Bond Paper (short)	60 reams			
6.	Bond Paper (long)	20 reams			
7.	Insecticide (aerosol type) 600ml	9 can			
8.	Alcohol (ethyl) 70 % scented	60 bottles			
9.	Correction Tape	25 pieces			
10.	Flash Drive (8gb)	10 pieces			
11.	Folder (white) letter	1 pack			
12.	Folder (white) Legal	1 pack			
13.	Marker Pen (Pilot) broad	25 pieces			
14.	Mongol 2 Pencil	2 boxes			
15.	Sign Pen (0.7 ballpoint) Pilot	15 pieces			
16.	Sign Pen (0.5)	15 pieces			
17.	G-Tec Sign pen (0.4)	15 pieces			
18.	Tape transparent (24mm) 50meters	6 rolls			
19.	Tape packaging (48mm) 50meters	5 rolls			
20.	HP Toner 285A (85A)	8 carts			
21.	Broom (Soft)	2 pieces			

22.	Detergent Powder (500gms)	10 pouches			
23.	Dishwashing Liquid (250ml)	30 bottles			
24.	Disinfectant Spray (400gms)	6 canisters			
25.	Toilet bowl cleaner (900ml)	4 pieces			
26.	Toilet Tissue 2ply (12rolls/pack)	20 packs			
27.	Albatross	6 pieces			
28.	Multi insect Killer (baygon)	6 canisters			
29.	Record Book, 300 pages	3 books			
30.	Record Book, 500 pages	2 books			
31.	Rubber Band, 70mm (#18)	2 boxes			
32.	Stamp Pad, bed dimension (60mm x 100mm)	1 piece			
33.	Stamp Pad Ink, purple or violet	2 bottles			
34.	Self-wash squeeze dry flat mop Bucket 360 + 2 refill	1 unit			
35.	Tornado Mop (Refill)	2 pieces			
36.	Battery dry cell (AA) 2pieces / pack	6 pack			
37.	Battery dry cell (AAA) 2pieces / pack	6 pack			
38.	Rags (all cotton)	12 pieces			
39.	Scouring Pad	2 pack			
40.	Floor wax, Liquid (red)	3 bottles			
41.	Trash bag, plastic (4.5 liter with drawstring bags)	10 boxes			
42.	Yellow Pad	3 pads			
43.	Sliding Door Filing Cabinet (metal frame & glass door)	3 unit			
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