

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

Date:	
PR No:	0491
Quotation No:	20-0491
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: **22,995.00**

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.	Battery, dry cell, AA alkaline 2 pcs per blister pack	2 packs			
2.	Detergent powder	3 pouches			
3.	Mop head made of cotton weight: 400 grams	1 piece			
4.	Cartolina assorted colors 20 pcs	1 pack			
5.	Soft broom- Baguio Broom	1 pc			
6.	Correction Tape, film basse type UL 6m min	12 pcs			
7.	Rags, all cotton	2 bundles			
8.	Tissue Paper, kleenex double ply	75 rolls			
9.	Folder, Fancy for legal size documents 50 pcs/ bundle	5 bundle			
10.	Market Permanent pastel colors, assorted	3 sets			
11.	Notebook Stenographer, spiral, 40 leaves	12 pcs			
12.	Notepad stick on, 2x3, 100 sheets per pad fluorescent	6 pads			
13.	Paper, Multicopy 80gsm size, long size bondpaper substance 24	5 reams			
14.	Wrapping paper, Kraft 65gsm Kraft	1 roll			
15.	Plastic cover thickness .065mm (50 meters)	1 roll			
16.	Paper, Multicopy 80gsm size long size bondpaper substance 24	10 reams			
17.	Sign pen My Gel Gon A 035 Color Blue	50 pcs			
18.	Sign pen My Gel Gon A 035 Color Black	25 pcs			
19.	Scotch Tape 3M Invisible "1"	15 rolls			

20.	Tape Packaging width 48mm, 50-meter length	6 rolls			
21.	Stamp pad ink	12 bottles			
22.	Ballpen Pilot BP-1RT blue and black	2 boxes			
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