

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

Date:	
PR No:	0557
Quotation No:	20-0557
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: **42,340.00**

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.	Clearbook (long)	90 pieces			
2.	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12 pieces per box	80 boxes			
3.	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12 pieces per box	80 boxes			
4.	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12 pieces per box	80 boxes			
5.	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12 pieces per box	80 boxes			
6.	GLUE, all purpose	5 jars			
7.	MARKER, fluorescent	40 sets			
8.	PENCIL, lead w/eraser	20 boxes			
9.	Philippine National Flag	1 piece			
10.	SIGN PEN, Black	90 pieces			
11.	SIGN PEN, Blue	90 pieces			
12.	SIGN PEN, Red	9 pieces			
13.	PENCIL SHARPENER	1 piece			
14.	PUNCHER	3 pieces			
15.	SCISSORS	4 pieces			
16.	STAPLER, standard	5 pieces			
17.	STAPLER, binder type	1 piece			
18.	TAPE DISPENSER	1 piece			

Total:	
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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