

Revised on: May 24, 2004

UNIVERSITY OF THE PHILIPPINES MINDANAOMintal, Tugbok District, Davao City
Fax No. (082)**Request for Quotation**

Date: _____

Sir/Madam:

Please quote your lowest price on the items listed below, subject to the General Conditions stated in the attached specifications and submit your quotation duly signed by your representative to UP Mindanao.

BAC Chair/Head of Unit

- Notes:
1. This price quotation must be written clearly and signed by authorized signatory.
 2. Delivery period must be within _____ days.
 3. Price validity shall be for a period of _____ calendar days.
 4. Documentary requirements must be submitted before issuance of Purchase Order.
 5. Please indicate if items will be delivered to UP Mindanao or for pick up.

| ITEM NO. | ITEM & DESCRIPTION | QTY. | UNIT PRICE | TOTAL PRICE |
|----------|--|----------|------------|-------------|
| | Ballpen (Black & Blue) | 200 pcs | | |
| | Pencil | 200 pcs | | |
| | Eraser | 200 pcs | | |
| | Sharpener | 200 pcs | | |
| | Rechargeable Battery (AA & AAA) | 10 pcs | | |
| | Manila Paper | 5 pack | | |
| | Writing Notebook (spring/non spring; 50-80 leaves) | 150 pcs | | |
| | Composition Notebook (spring/non spring; 50-80 leaves) | 300 pcs | | |
| | A4 Bond Paper; 80gsm | 10 reams | | |
| | Legal Bond Paper; 80 gsm | 5 reams | | |
| | Pink Bond Paper; 80 gsm, legal size | 3 reams | | |
| | Yellow Bond Paper; 80 gsm, legal size | 3 reams | | |
| | Double Sided Tape | 3 pcs | | |
| | Ink: Epson L565 (Black) | 15 pcs | | |
| | Ink: Epson L565 (Cyan) | 5 pcs | | |
| | Ink: Epson L565 (Magenta) | 5 pcs | | |
| | Ink: Epson L565 (Yellow) | 5 pcs | | |

c/o: Ms. Vina Rose (LRMO-OC)

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|--|-------------------------------------|----------------|--|--|
| | Ink: Epson L3110 (Black) | 15 pcs | | |
| | Ink: Epson L3110 (Cyan) | 5 pcs | | |
| | Ink: Epson L3110 (Magenta) | 5 pcs | | |
| | Ink: Epson L3110 (Yellow) | 5 pcs | | |
| | Push pins | 2 box | | |
| | Marker black | 10 pcs | | |
| | Marker blue | 10 pcs | | |
| | Clip | 3 box | | |
| | Paper Clip | 5 box | | |
| | Expanded Envelop; Green; Legal size | 120 pcs | | |
| | Envelop; brown; A4 size | 20 pcs | | |
| | Envelop; brown; legal size | 20 pcs | | |
| | Expanded Folder; Green; Legal Size | 150 pcs | | |
| | Correction tape | 10 pcs | | |
| | Cutter | 3 pcs | | |
| | Scissors | 6 pcs | | |
| | | | | |
| | TOTAL | | | |

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Supplier: _____
Tel. No/Cellphone No. _____
Address: _____

Signature over Printed Name of Representative _____