

**UNIVERSITY OF THE PHILIPPINES MINDANAO**

Mintal, Tugbok District, Davao City  
 Fax No. (082) 293-0310

**Request for Quotation**

Date: \_\_\_\_\_

Dear Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated below and submit your quotation duly signed by your representative through telefax (082) 293-0312.

**PROF. VICENTE B. CALAG**  
 Chair, Bids and Awards Committee

**NOTE: ALL ENTRIES MUST BE LEGIBLE.**

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Backfold clip 25mm	20		
2	Backfold clip 32mm	20		
3	Certificate Frame (A4)	10		
4	Computer/Office table Partition w/ office or clerical chair (Dimension: max. 30 in x 72 in x 36 in)	2		
5	Connector (Mac PC to Projector) - Displayport to VGA Converter Adapter for Macbook Apple	1		
6	Connector (PC to Projector) - Heavy Duty VGA Cable 1.5 meter	1		
7	Correction tape - 6 meters(min)	15		
8	Expandable Envelopes (Long)	20		
9	Extension Wires - 4.5m High Quality Heavy Duty 3 Sockets Extension Wire 88813	3		
10	Lever arc folder with ring binder A4 Black	5		
11	Lever arc folder with ring binder Legal size Black	5		
12	Long bond paper, sub 20	5		
13	Notepad, stick-on, 3x3,100 sheets per pad	6		
14	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	3		
15	Paper Filler (Metal) - 3 tier mesh document tray filing data rack	2		
16	Paper Multicoy, 80gsm, size 210mmx297mm (A4)	50		
17	Paper fastener (Steel)	5		
18	Photo paper	10		
19	Pointer - 2.4GHz Wireless USB PPT Pointer Clicker Presenter Remote	3		
20	Record book (250pages)	20		
21	Roll Up Pull Up Banner Tarp Stand 2.75 x 6.5 w/bag	1		
22	Short bond paper, letter size, sub20	5		
23	Sign Pen (blue and black), Gel ink 0.5mm needle tip	10		
24	Speaker	1		
25	Staple wire, Heavy duty, 26/6	6		
26	Staple wires no. 10	20		
27	Steel Filing Cabinet (3-4 drawers, 2-4ft)	4		
28	Sticker paper	10		
29	Storage box large - 70 liters	2		
30	Storage box medium - 42 liters	1		
31	Storage box small - 40 liters	2		
32	Ziplock	5		

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

Canvassed by:

**Zython Paul T. Lachica**  
[ztlachica@up.edu.ph](mailto:ztlachica@up.edu.ph)

Supplier: \_\_\_\_\_  
 Tel/Cel No: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name/Signature of Representative/Date: \_\_\_\_\_