

UNIVERSITY OF THE PHILIPPINES MINDANAO

Mintal, Tugbok District, Davao City
 Tel. No. (082)293-0016 ,Fax No. (082) 293-0185

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 the BAC, 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.

	UNIT	ITEM & DESCRIPTION	QTY.	Approved Budget	UNIT PRICE	TOTAL PRICE
1		AIR FRESHENER, aerosol, 280ml/150g min	10	86.06		
2		ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	29	43.58		
3		ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	4	43.58		
4		Alcohol, 500ml, 70% solution	6	50.12		
5		Alcohol, 70% ethyl	13	40.13		
6		BALLPEN, BP-S, Fine, Black	46	20		
7		BALLPEN, BP-S, Fine, Blue	44	20		
8		BALLPEN, BP-S, Fine, Red	18	20		
9		BATTERY, dry cell, AA, 2 pieces per blister pack	28	19.73		
10		BATTERY, dry cell, AAA, 2 pieces per blister pack	35	19.5		
11		BATTERY, dry cell, D, 1.5 volts, alkaline	2	88.4		
12		Ballpen Black / Blue	56	20		
13		Ballpen,red	36	20		
14		Battery, AAA, Alkaline 2pcs/packet	2	15.83		
15		Bond Paper, A4, clor yellow subs 20	3	250		
16		Bond Paper, long, color pink, subs 20	8	175		
17		CALCULATOR, compact, 12 digits	2	346.85		
18		CD-BLANK RW W/ Case	2	50		
19		CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	11	9.05		
20		CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	9	15.27		
21		CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	9	20.8		
22		CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	10	47.84		
23		CMOS Battery	8	45		
24		CONTINUOUS FORM, 1 PLY, 280 x 241mm	12	882.55		
25		CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	6	906.36		
26		CORRECTION TAPE, film base type, UL 6m min	72	14.02		
27		CUTTER BLADE, for heavy duty cutter	9	14.82		
28		CUTTER KNIFE, for general purpose	14	33.43		
29		Commercial envelope (white) No. 10 (4 1/8 x 9 1/2")	100	2.5		
30		Computer Binder 9	4	60		
31		Correction Tape 8 meters; 5mm.	48	45		
32		DISINFECTANT SPRAY, aerosol type, 400-550 grams	3	122.98		
33		Data filer folder (A4 size) 2 rings	10	150		
34		Dishwashing Liquid Soap	8	75		
35		ENVELOPE, Expanding, Brown, Long	5	7.5		
36		ERASER, FELT, for blackboard/whiteboard	23	10.3		
37		Envelope, Brown A4	50	1.5		
38		Envelope, Brown Long	180	2		
39		Expanding Folder; Size: Legal; Color: Green	20	40		
40		FASTENER, METAL, 70mm between prongs	30	83.41		
41		FILE ORGANIZER, expanding, legal.plastic, assorted colors	6	80.14		
42		FOLDER, Expanding W/ Tabs, Long (Green)	30	13		
43		FURNITURE CLEANER, aerosol type, 300ml min per can	1	115.53		
44		Folder, Expanding without Tabs,Long	117	9		
45		Folder, White A4	30	3.5		
46		Folder, White Long	4	4		
47		Foot Air Pump with tire pressure gauge	1	1,500.00		

48	GLUE, all purpose, gross weight: 200 grams min	11	62.1	
49	Glue multi-purpose 130grams	3	30	
50	INDEX TAB, self-adhesive, transparent	2	56.68	
51	INSECTICIDE, aerosol type, net content: 600ml min	1	139.36	
52	Long brown envelope (10x15)	29	1.50	
53	MAGAZINE FILE BOX, LARGE size, made of chipboard	2	41.6	
54	MARKER, PERMANENT, bullet type, black	12	8.98	
55	MARKER, PERMANENT, bullet type, blue	12	8.98	
56	MARKER, Whiteboard, Refillable, Blue	10	45	
57	MARKER, whiteboard, black, felt tip, bullet type	115	13.38	
58	MARKER, whiteboard, blue, felt tip, bullet type	115	13.38	
59	MARKER, whiteboard, red, felt tip, bullet type	100	13.38	
60	MIMEOGRAPH	2	100	
61	Marker pen, Whiteboard, black, refillable	11	12.88	
62	Marker pen, Whiteboard, blue, refillable	1	12.88	
63	Multi color paper, Long (8.5x13 in), Color: Blue, GSM 80, 500 sheets per ream	5	275	
64	Multi color paper, Long (8.5x13 in), Color: Yellow, GSM 80, 500 sheets per ream	6	275	
65	Multipurpose glue, Washable, Bottled, Non-toxic 130g	1	70	
66	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	10	37.06	
67	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	15	59.28	
68	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	3	47.73	
69	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	9	12.04	
70	NOTEBOOK, Stenographer's 40 leaves	30	8.52	
71	PAPER CLIP, vinyl/plastic coat, length: 32mm min	28	7.76	
72	PAPER CLIP, vinyl/plastic coat, length: 50mm min	18	17.14	
73	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	50	170.56	
74	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	10	181.42	
75	PAPER, Multi-Purpose (COPY) A4, 70 gsm	96	133.12	
76	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	11	138.97	
77	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	1	30.68	
78	PUNCHER, paper, heavy duty, with two hole guide	1	131.96	
79	Paper Clip, gem type, jumbo, 48mm, 100s/box	3	12.39	
80	Paper bond, Premium Grade, Legal Size	24	103.19	
81	Paper fastener, plastic (50 sets)	5	25	
82	Paper,bond, Premium Grade, 210mm x 297mm (A4) 70gsm	41	98.52	
83	Pencil, lead w eraser 1 dozen/box	2	25.01	
84	in VHF wireless Microphone & additional microphone input	1	5,000.00	
85	Push Pin, flat head type, assorted colors, 100s/case	5	21.24	
86	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	4	70.72	
87	RIBBON CART, EPSON C13S015531 (S015086), Black	4	736.32	
88	approx 220pcs	1	108.09	
89	RUBBER BAND, 70mm min lay flat length (#18)	1	109.5	
90	RULER, plastic, 450mm (18"), width: 38mm min	3	17.68	
91	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	33	34.61	
92	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	35	34.61	
93	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	10	34.61	
94	180gsm, 8.5 x 11 inch, 10 sheets per pack	10	33.75	
95	STAMP PAD INK, purple or violet, 50ml (min.)	5	31.52	
96	STAPLE REMOVER, PLIER-TYPE	2	24.9	
97	STAPLE WIRE, STANDARD, (26/6)	2	21.09	
98	STAPLE WIRE, for heavy duty staplers, (23/13)	3	19.76	
99	STAPLER, BINDER TYPE, heavy duty, desktop	1	914.16	
100	STAPLER, STANDARD TYPE, load cap: 200 staples min	1	176.8	
101	Sign Pen, Blue	3	44.65	
102	Staple Wire, standard, 5000pcs/box #35	14	23.46	
103	TAPE DISPENSER 1", HEAVY DUTY	1	50	
104	TAPE, MASKING, width: 24mm (±1mm)	13	54.6	
105	TAPE, MASKING, width: 48mm (±1mm)	13	106.6	
106	TAPE, PACKAGING, width: 48mm (±1mm)	23	19.97	
107	TAPE, TRANSPARENT, width: 24mm (±1mm)	29	10.09	
108	TAPE, TRANSPARENT, width: 48mm (±1mm)	17	19.97	
109	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack	8	65.42	
110	TRASHBAG, plastic, transparent	4	139.88	
111	Tape, masking, 24mm, 50 meters length	6	50.23	
112	Tape, transparent, 24mm, 50 meters	6	50.23	
113	Toilet Tissue, 12 rools/pack	4	3500	
114	Trash bag	12	185	
115	WASTEBASKET, non-rigid plastic		23.59	

116		YELLOW PAD PAPER, Pad Paper, with 33 lines, 210x 297mm, 50 leaves	1	30		
117		correction tape; 8 meters; 5mm	24	15		

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

Canvassed by:

Paulino L. Dismas Jr.

Supplier: _____

Tel.No./Cellphone No.: _____

Address: _____

Name/Signature of Representative/Date:
