



Republic of the Philippines
COTABATO CITY STATE POLYTECHNIC COLLEGE
Cotabato City
Tel. No. (064) 421-5146

P.R. No: 041-18

Date 21-Mar-18

REQUEST FOR QUOTATION

(Name of Dealer)

Gentlemen:

Please quote your lowest price(net), taxes included on the following articles listed below/hereunder.

Item No.	QTY	Unit	Description	Unit Price	Remarks
1	15	PACK	BATTERY, size AA, alkaline, 2pieces per blister pack		
2	15	PACK	BATTERY, size AAA, alkaline, 2pieces per blister pack		
3	15	PACK	BATTERY, size D, alkaline, 2pieces per blister pack		
4	30	Pcs	FLASH DRIVE, 16GB		
5	80	Cans	AIR FRESHENER, IN CAN		
6	50	Bottles	CLEANER, toilet bowl and urinal		
7	100	Pouch	DETERGENT POWDER 1kilo		
8	20	Pcs.	FLOOR WAX, paste type, red 2.0 KG		
9	10	Pack	FILE FOLDER, BROWN, for A4 size paper/document		
10	20	Pack	FILE FOLDER, BROWN, for legal size paper/ document		
11	10	Pack	FILE FOLDER, WHITE, for A4 size paper/document		
12	20	Pack	FILE FOLDER, WHITE, for legal size paper/ document		
13	5	Pack	PLASTIC FOLDER WHITE LEGAL SIZE		
14	5	Pack	PLASTIC FOLDER WHITE SHORT		
15	10	SETS	BLACKBOARD ERASER		
16	90	Jar	GLUE, all purpose, 300 grams		
17	40	Sets	MARKER, fluorescent		
18	35	SETS	WHITE BOARD MARKER, BLACK		
19	35	SETS	WHITE BOARD MARKER, BLUE		
20	600	Ream	PAPER, multicopy, SHORT size		
21	40	Pcs	PENCIL SHARPENER, manual		
22	20	SETS	PERMANENT MARKER, BROAD BLACK		
23	20	SETS	PERMANENT MARKER, BROAD BLUE		
24	150	Pcs	SIGN PEN, black .04		
25	200	Pcs	SIGN PEN, blue .04		
26	70	Pcs	STAPLER, standard type, with Remover		
27	70	Pack	TOILET TISSUE PAPER		
28	50	Ream	Green Bond Paper LONG		
29	50	Ream	PINK BOND PAPER LONG		
30	60	Pcs.	Bathroom soap, 20gms size		
31	6	box	Dishwashing Liquid 300ml Bottle		
32	50	Pack	Toilet Deodorant cake, 50gms, 3pcs/ pack		
33	60	Gallon	Muriatic acid ,INDUSTRIAL		
34	60	Box	Chalk dustless		
35	20	GALLON	DENATURED ALCOHOL		
36	50	Pcs.	PAIL MEDIUM SIZE 20LITERS		
37	50	Pcs.	PAIL SMALL SIZE 10 LITERS CAPACITY		

38	20	PCS	TRASH CAN		
39	100	Pcs.	Tabo		
40	80	PCS	PLASTIC BRUSH		
41	200	-	SACK		
42	60	Gallon	Zonrox		
43	5	ROLLS	TIE BOX		
44	80	Box	PENCIL(Good Quality)		
45	100	PCS	SCISSOR		
46	50	PCS	DATA FILE BOX or DATA MAN (golden yellow)		
47	50	PCS	DATA FILE BOX or DATA MAN (yellow)		
48	50	PCS	DATA FILE BOX or DATA MAN (BLUE)		
49	50	PCS	DATA FILE BOX or DATA MAN (Orange)		
50	50	PCS	DATA FILE BOX or DATA MAN (green)		
51	50	PCS	ARCH FILE		
52	20	BOXES	WHITE BOARD MARKER (BLACK)		
53	20	BOXES	WHITE BOARD MARKER (BLUE)		
54	1	BOX	EXPANDING ENVELOPE, LONG		
55	2	BOX	MAILING ENVELOPE WITH GLASSIN		
56	30	PCS	RECORD BOOK 300 PAGES SMALL		
57	30	PCS	RECORD BOOK 300 PAGES BIG		
58	10	BOX	RUBBERBAND BIG		
59	10	BOX	RUBBERBAND MEDIUM		
60	10	BOX	RUBBERBAND SMALL		
61	30	BOXES	BALLPEN BLACK 50s		
62	30	BOXES	BALLPEN BLUE 50s		
63	30	PCS	TRAY FILE		
64	150	ROLLS	TRANSPARENT TAPE 1"		
65	150	ROLLS	PACKAGING TAPE 1"		
67	30	PACK	CARTOLINA (ASSORTED)		
68	30	PACK	CARTOLINA WHITE		
69	40	PACK	STICKER PAPER LONG (WHITE) 10s		
70	40	PACK	STICKER PAPER LONG (ASSORTED) 10s		
71	20	PACK	PHOTO PAPER LONG 10s		
72	10	PACK	PHOTO PAPER A4 SIZE 10s		
73	35	PACK	PVC COVER LONG		
74	20	PACK	PVC COVER SHORT		
75	50	PCS	DOOR MAT		
76	60	PCS	BROOM (STICK)		
77	50	PCS	SOFT BROOM		
78	50	PCS	DUSTPAN ALUMINUM		
79	40	PCS	MOP HANDLE		
80	100	PCS	BLANK DVD		
81	30	PCS	CORRECTION FLUID		
82	150	PACK	PAPER FASTENER VNYL PLASTIC		
83	20	SETS	INDEX TAB BLUE		
84	20	SETS	INDEX TAB YELLOW		
85	20	SETS	INDEX TAB ORANGE		
86	20	SETS	INDEX TAB RED		
87	30	PAD	NOTE PAD 3"X 3" 100 Sheets per pad		
88	20	REAMS	CARBON PAPER LONG		
89	20	REAMS	UNION SKIN		
90	30	PCS	PAPER PUNCHER		
91	100	PCS	CLIP BULLDOG 2"		

92	100	PCS	CLIP BULLDOG 1"		
93	100	PCS	RING BINDER 2"		
94	100	PCS	RING BINDER 32mm 1 1/4"		
95	150	PCS	RING BINDER 25mm 1"		
96	150	PCS	RING BINDER 22mm 7/8"		
97	150	PCS	RING BINDER 16mm 5/8"		
98	150	PCS	RING BINDER 12mm 1/2"		
99	150	PCS	RING BINDER 10mm 3/8"		
100	300	PCS	RING BINDER 6mm 1/4"		
101	100	PACK	DISPOSABLE CUP HOT AND COLD		
102	30	PCS	STAMP FELT PAD BIG		
103	30	PCS	INK STAMP PAD		
104	2	ROLLS	PLASTIC COVER		
105	80	ROLLS	TRUSH BAG BIG		
106	100	PCS	CORRECTION TAPE whipper		
107	100	PCS	CORRECTION TAPE, refillable		
108	25	PCS	FILE ORGANIZER, EXPANDING LEGAL, PLASTIC ASSORTED COLOR		
109	50	ROLLS	DOUBLE SIDED TAPE 1"		
110	50	ROLLS	DOUBLE SIDED TAPE 2"		
111	100	PCS	I.D SLING		
112	100	PCS	I.D CASING		
113	30	REAM	PARCHMENT PAPER LONG		
114	30	REAM	PARCHMENT PAPER SHORT		
115	50	PCS	FELT PAPER YELLOW		
116	50	PCS	FELT PAPER BLUE		
117	50	PCS	FELT PAPER RED		
118	30	Pcs.	Hp 704 TRI COLOR		
119	50	Ream	LINEN PAPER LONG		
			**** NOTHING FOLLOWS ****		
			NOTE: From Purchase Request number 029-18PS		
			TOTAL		

It is requested that you return this form in a sealed envelope by a messenger or mail it not later than _____, 20__ at _____. Only one canvass form should be placed in an envelope marked "BID PROPOSAL". Brochure maybe attached with the canvass form.

A Purchase Order to the winning bidder shall be made immediately after the awarding. However, this office reserves the right to reject any offer without specified quality herein contained.

Very truly yours,


DAMMANG S. BANTALA, Ph.D.
College President

QUOTED BY: _____
Name, Position (Printed)