



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

P.R. No: 050-21 / 4-15-21

Date _____

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	150	bottles	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)		
2	10	bottles	STAMP PAD INK, purple or violet		
3	10	Boxes	Ballpen Black 50s		
4	10	Boxes	Ballpen Blue 50s		
5	5	Boxes	Ballpen Red 50s		
6	5	REAMS	BOND PAPER A3 SIZE		
7	80	packs	DISPOSABLE CUP		
8	60	Piece	Permanent Marker Black Broadway		
9	60	Piece	Permanent Marker bLue Broadway		
10	450	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm		
11	550	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
12	550	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
13	50	Packs	PAPER, PARCHMENT Long 20's		
14	50	Packs	PAPER, PARCHMENT Short 20's		
15	50	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm		
16	50	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm		
17	120	packs	TOILET TISSUE PAPER 2-plys sheets, 150 pulls		
18	20	packs	BATTERY, dry cell, AAA, 4 Pieces/pack, top brand, long		
19	70	PIECE	STAPLER		
20	100	packs	STAPLE WIRE, for heavy duty staplers, (23/13)		
21	100	packs	STAPLE WIRE, STANDARD, (26/6)		
22	30	rolls	TAPE, TRANSPARENT, width: 24mm (±1mm)		
23	30	rolls	TAPE, TRANSPARENT, width: 48mm (±1mm)		
24	40	Piece	BROOM, soft (tambo)		
25	30	Piece	BROOM, STICK (TING-TING), usable length: 760mm		
26	10	Bottles	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml		
27	5	BOXES	EXPANDING ENVELOPE LONG		
28	50	Rolls	Masking Tape 1 inch		
29	50	Rolls	Masking Tape 2 inch		
30	150	Reams	Green Bond Paper Long		
31	150	Reams	Pink Bond Paper Long		
32	150	can	Insecticide		
33	5	Piece	WASTEBASKET, non-rigid plastic		
34	50	Piece	CORRECTION TAPE, film base type, UL 6m min		
35	100	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
36	100	Piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
37	100	Piece	SIGN PEN, BLUE, liquid/gel ink, 0.3 GETC		
38	50	Piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip		
39	6	Unit	Acetate Cover		
40	15	Box	ENVELOPE, DOCUMENTARY, for A4 size document		
41	20	Box	ENVELOPE, DOCUMENTARY, for legal size document		

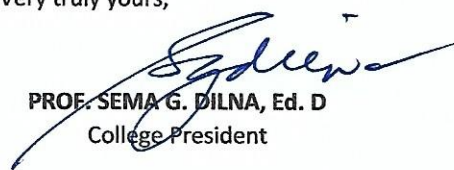
42	30	Boxes	Paper Faster Big Plastic		
43	50	Boxes	Paper Faster Small Plastic		
44	10	Piece	FILE ORGANIZER, expanding, plastic, 12 pockets		
45	50	Piece	MARKER, FLUORESCENT, 3 assorted colors per set		
46	50	Piece	MARKER, whiteboard, blue, felt tip, bullet type		
47	50	Piece	MARKER, whiteboard, red, felt tip, bullet type		
48	60	Box	PAPER CLIP, vinyl/plastic coat, length: 48mm min		
49	30	Box	PENCIL, lead, w/ eraser, wood cased, hardness: HB		
50	10	Piece	CUTTER BLADE, for heavy duty cutter		
51	20	Piece	CUTTER KNIFE, for general purpose		
52	20	Piece	STAPLE REMOVER, PLIER-TYPE		
53	30	PIECE	DATA FILE BOX		
54	20	ROLLS	DOUBLE SIDED TAPE (2 INCHES)		
55	20	ROLLS	DOUBLE SIDED TAPE (1 INCHES)		
56	3	BOXES	FOLDER LONG (BROWN)		
57	50	PIECE	FLASH DRIVE 16GB		
58	120	SETS	INDEX TAB 5 PER BOX)		
59	80	PACKS	LAID LINEN PAPER LONG (WHITE) 20s		
60	20	BOXES	MAILING ENVELOPE		
61	2	BOXES	WINDOW MAILING ENVELOPE		
62	60	PACKS	NOTE PAD		
63	40	REAMS	PVC COVER (long)		
64	30	PACKS	PHOTO PAPER (LONG)		
65	30	PACKS	PHOTO PAPER (SHORT)		
66	80	PACKS	PUSH PIN FLAT		
67	40	PIECE	RULER		
68	60	PACKS	STICKER PAPER LONG (WHITE)		
69	2	BOXES	DISHWASHING LIQUID 300ML BOTTLES		
70	60	GALLON	ZONROX		
71	20	Packs	TRASHBAG, GGP specs, black,940mmx1016mm		
72	60	Packs	FbriC Conditioner 20ml		
73	50	GALLON	MURIATIC ACID		
74	30	PIECE	DOORMAT		
75	80	PIECE	ALBATROSS		
76	15	PIECE	TOILET PUMP		
77	60	PIECE	FEATHER DUSTER		
78	80	BOXES	GOLDEN SEAL #23		
			****NOTHING FOLLOWS****		
			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 may be 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.

ABC = PAUL, 351.62

Very truly yours,


PROF. SEMA G. DILNA, Ed. D
College President

QUOTED BY: _____
Name, Position (Printed)