



Republic of the Philippines  
**COTABATO STATE UNIVERSITY**  
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[www.ccspsc.edu.ph](http://www.ccspsc.edu.ph)

PR No. 122-21(10/21/21)

## REQUEST FOR QUOTATION

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Name of Supplier

Sir/Ma'am:

Please quote your lowest net price, taxes included on the following articles listed below:

| Item# | QTY   | Unit   | Item Description                        | Unit Cost | Total |
|-------|-------|--------|-----------------------------------------|-----------|-------|
| 1     | 200   | Bottle | Alcohol 70 % 500ml                      |           |       |
| 2     | 50    | Pcs    | Albatross                               |           |       |
| 3     | 100   | Bottle | Air Freshener                           |           |       |
| 4     | 75    | Pcs    | ARCH File Folder (Long)                 |           |       |
| 5     | 75    | Pcs    | ARCH File Folder (Short)                |           |       |
| 6     | 550   | Ream   | Bond Paper (Long) 70gsm                 |           |       |
| 7     | 500   | Ream   | Bond Paper (A4) 70gsm                   |           |       |
| 8     | 300   | Ream   | Bond Paper (Short) 70gsm                |           |       |
| 9     | 100   | Box    | Binder Clip (41'mm) 12/box              |           |       |
| 10    | 100   | Box    | Binder Clip (32'mm) 12/box              |           |       |
| 11    | 50    | Roll   | Binding Trape 2 Inch                    |           |       |
| 12    | 10    | Box    | Ballpen Black (50 pcs per box)          |           |       |
| 13    | 10    | Box    | Ballpen Blue (50 pcs per box)           |           |       |
| 14    | 5     | Box    | Ballpen Red (50 pcs per box)            |           |       |
| 15    | 100   | Pcs    | Bathroom Soap (Safe'guard)              |           |       |
| 16    | 50    | Pack   | Cartolina Long (Assorted-Color)         |           |       |
| 17    | 100   | Pcs    | Correction Tape                         |           |       |
| 18    | 30    | Pcs    | Certificate Holder (Lagal Size)         |           |       |
| 19    | 50    | Pcs    | Cutter Knife                            |           |       |
| 20    | 100   | Pcs    | Cutter blade                            |           |       |
| 21    | 50    | Pcs    | Data File Box Long (Assorted-color)     |           |       |
| 22    | 50    | Roll   | Double Sided Tape (2'inch)              |           |       |
| 23    | 100   | Pack   | Disposable Cup (25 pcs per pack)        |           |       |
| 24    | 50    | Pcs    | Dust Pan-Black (Plastic)                |           |       |
| 25    | 30    | dozen  | Detergent Powder (Pack 65 )             |           |       |
| 26    | 50    | Box    | Diswashing Liquid 250 ml                |           |       |
| 27    | 50    | Pcs    | Doormat                                 |           |       |
| 28    | 500   | Pcs    | Expanding Folder Press Board            |           |       |
| 29    | 1,000 | Pcs    | Expanding Envelope Brown (Long) 500/box |           |       |
| 30    | 2,000 | Pcs    | Envelope Brown (Long)                   |           |       |

| Item# | QTY   | Unit   | Item Description                                        | Unit Cost | Total |
|-------|-------|--------|---------------------------------------------------------|-----------|-------|
| 31    | 2,000 | Pcs    | Envelope Brown (Short)                                  |           |       |
| 32    | 50    | Pcs    | Expanding Folder Plastic (Assorted Long)                |           |       |
| 33    | 1,000 | Pcs    | File Folder Brown (Long)                                |           |       |
| 34    | 1,000 | Pcs    | File Folder Brown (Short)                               |           |       |
| 35    | 30    | Pcs    | Flash Drive (16'Gb-Capacity)                            |           |       |
| 36    | 100   | Jar    | Glue (300 grams)                                        |           |       |
| 37    | 50    | Bottle | Insecticide (600ml)                                     |           |       |
| 38    | 100   | Pack   | Linen Paper White (Long)                                |           |       |
| 39    | 100   | Roll   | Masking Tape-White (2'Inch)                             |           |       |
| 40    | 100   | Roll   | Masking Tape-White (1'Inch)                             |           |       |
| 41    | 240   | Pcs    | Marker Highlighter-Assorted (12 pcs per box)            |           |       |
| 42    | 50    | Pcs    | Mop Head (Big)                                          |           |       |
| 43    | 75    | Gallon | Muriatic Acid                                           |           |       |
| 44    | 50    | Pad    | Note Pad-yellow (100 Sheet per pad)                     |           |       |
| 45    | 50    | Box    | Paper Clip Big (50mm)                                   |           |       |
| 46    | 50    | Box    | Paper Clip Small (33mm)                                 |           |       |
| 47    | 200   | Pcs    | Pencil Mongol (12 pcs per box)                          |           |       |
| 48    | 50    | Box    | Push Pin (Flat)                                         |           |       |
| 49    | 25    | Ream   | Pvc Cover-Clear Short an Letter Size (100 pcs per ream) |           |       |
| 50    | 25    | Ream   | Pvc Cover-Clear Long (100 pcs per ream)                 |           |       |
| 51    | 100   | Roll   | Packaging Tape-Brown (2'inch)                           |           |       |
| 52    | 50    | Pack   | Photo Paper White Long-size (20 pcs per pack)           |           |       |
| 53    | 60    | Pcs    | Plastic Sliding Folder White Long                       |           |       |
| 54    | 20    | Pcs    | Padlock (Branded and Heavy Duty)                        |           |       |
| 55    | 50    | Pcs    | Pail Plastic-Black (Medium)                             |           |       |
| 56    | 50    | Box    | Paper Fastener- Small                                   |           |       |
| 57    | 50    | Pcs    | Record Book (500 page)                                  |           |       |
| 58    | 50    | Pcs    | Record Book (300 page)                                  |           |       |
| 59    | 10    | Box    | Rubber Band (225grams)                                  |           |       |
| 60    | 100   | Pcs    | Ring Binder-Black (51mm)                                |           |       |
| 61    | 100   | Pcs    | Ring Binder-Black (50mm)                                |           |       |
| 62    | 100   | Pcs    | Ring Binder-Black (32mm)                                |           |       |
| 63    | 100   | Pcs    | Ring Binder-Black (25mm)                                |           |       |
| 64    | 60    | Pcs    | Ring Binder-Black (22mm)                                |           |       |
| 65    | 60    | Pcs    | Ring Binder-Black (16mm)                                |           |       |
| 66    | 60    | Pcs    | Ring Binder-Black (14mm)                                |           |       |
| 67    | 60    | Pcs    | Ring Binder-Black (12mm)                                |           |       |
| 68    | 60    | Pcs    | Ring Binder-Black (10mm)                                |           |       |
| 69    | 100   | Pcs    | Scissors 8"                                             |           |       |
| 70    | 50    | Pcs    | Stapler with staple remover No. 35 wire                 |           |       |
| 71    | 30    | Pcs    | Sign Pen-Assorted 0.4 GTEC (Blue)                       |           |       |

| Item# | QTY | Unit   | Item Description                                        | Unit Cost    | Total |
|-------|-----|--------|---------------------------------------------------------|--------------|-------|
| 72    | 20  | Pcs    | Sign Pen-Assorted 0.4 GTEC (Black)                      |              |       |
| 73    | 40  | Box    | Sign Pen BLUE Gel Impact (1.0mm roller ball)<br>12/box  |              |       |
| 74    | 10  | Box    | Sign Pen BLACK Gel Impact (1.0mm roller ball)<br>12/box |              |       |
| 75    | 50  | Pcs    | Stamp Pad Joy (Refill Ink/30 ml)                        |              |       |
| 76    | 25  | Pcs    | Stamp Pad Blue (Big # 1)                                |              |       |
| 77    | 25  | Pcs    | Stamp Pad Blue (#.3)                                    |              |       |
| 78    | 100 | packs  | Sticker Paper - Waterproof (A4Size) 10/pack             |              |       |
| 79    | 100 | Roll   | Scotch Tape-Clear with 48mm+1mm (2'inch)                |              |       |
| 80    | 100 | Roll   | Scotch Tape 24mm   +1mm (1'inch)                        |              |       |
| 81    | 100 | Pcs    | Stick Broom                                             |              |       |
| 82    | 50  | Pcs    | Soft Broom                                              |              |       |
| 83    | 50  | Pcs    | Sacks                                                   |              |       |
| 84    | 10  | Roll   | Plastic twine ties (4ply)                               |              |       |
| 85    | 10  | Rolls  | Tieback Plastic (Tali)                                  |              |       |
| 86    | 150 | Pack   | Toilet Tissue (4roll per pack)                          |              |       |
| 87    | 80  | Rolls  | Plastic Garbage Bag (X-Large Black)                     |              |       |
| 88    | 5   | Boxes  | Permanent Pilot Marker Black Refillable                 |              |       |
| 89    | 5   | Boxes  | Permanent Pilot Marker Blue Refillable                  |              |       |
| 90    | 5   | Boxes  | Whiteboard Pilot Marker Black Refillable                |              |       |
| 91    | 10  | Boxes  | Whiteboard Pilot Marker Blue Refillable                 |              |       |
| 92    | 15  | Bottle | Whiteboard Marker Ink Refill (Blue)                     |              |       |
| 93    | 10  | Bottle | Whiteboard Marker Ink Refill (Black)                    |              |       |
| 94    | 90  | Gallon | Liquid Bleach (Zonrox)                                  |              |       |
|       |     |        |                                                         | <b>TOTAL</b> |       |

It is requested that you return this form in a sealed envelope by a messenger or mail it not later than \_\_\_\_\_, 21\_\_\_\_ at \_\_\_\_\_. Only one canvass should be placed in an envelope marked "BID PROPOSAL". Brochure may be attached in 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 = ₱ 994,112.00

Very truly yours,

  
SEMA G. DILNA, Ed.D.  
University President

Quoted by:

\_\_\_\_\_  
Name, Position & Signature of Representative

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