



Republic of the Philippines
COTABATO STATE UNIVERSITY

Sinsuat Avenue, Cotabato City

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www.ccspsc.edu.ph

PR No. 033-22(03/31/2022)

REQUEST FOR QUOTATION

Name of Supplier

Sir/Ma'am:

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

Item	Qty	Unit	Description	Unit Cost	Total Cost
1	150	Gals	Alcohol 70% Isopropyl/Ethyl		
2	20	Packs	Battery, dry cell, Energizer AA (4pcs/pack)		
3	20	Packs	Battery, dry cell, Energizer AAA (4pcs/pack)		
4	100	Cans	Air Freshener 280ml		
5	75	Pcs	ARCH File Folder (Long)		
6	50	Pcs	ARCH File Folder (Short)		
7	700	Reams	Bond Paper (Long) 70gsm		
8	300	Reams	Bond Paper (Short) 70gsm		
9	50	box	Binder Clip (41'mm) 12/box		
10	50	box	Binder Clip (32'mm) 12/box		
11	50	pcs	Binding Tape 2 Inch		
12	30	box	Ballpen Black (50 pcs per box)		
13	30	box	Ballpen Blue (50 pcs per box)		
14	5	box	Ballpen Red (50 pcs per box)		
15	100	pcs	Bathroom Soap (Safeguard) 130g`		
16	100	Pcs	Correction Tape WH-605 (refillable)		
17	100	Pcs	Correction Tape WH-605 (REFILL)		
18	50	pcs	Cutter Knife heavy duty (big)		
19	20	Tube	Cutter blade (big) 10pcs/tube		
20	200	Pcs	Data File Box Long (Assorted-color)		
21	50	Pcs	Double Sided Tape (2'inch)		
22	30	Packs	Disposable Cup (25 pcs per pack)		
23	30	Dozens	Detergent Powder (Pack 65 g)		
24	50	Bottles	Dishwashing Liquid 250 ml		
25	50	Pcs	Expanding Folder Press Board Green		
26	200	Pcs	Expanding Envelope Brown (Long)		
27	4	Boxes	Envelope Brown (Long) 500pcs/box		
28	2	Boxes	Envelope Brown (Short) 500pcs/box		
29	50	Pcs	Expanding Folder Plastic (Assorted Long)		
30	5	Box	File Folder Kraft Brown (Long) 500/box		

Item	Qty	Unit	Description	Unit Cost	Total Cost
31	2	Box	File Folder Kraft Brown (Short) 500/box		
32	50	Jars	Glue (473 grams)		
33	100	Packs	Linen Paper White (Long) 20 sheets/pack		
34	50	Pcs	Masking Tape-White (2'Inch)		
35	50	Pcs	Masking Tape-White (1'Inch)		
36	100	Pcs	Assorted Color Highlighter Marker		
37	50	Pads	Yellow pad paper (80 leaves)		
38	100	box	Paper Clip Big (50mm)		
39	100	box	Paper Clip Small (33mm)		
40	50	box	Pencil Mongol #2 (12 pcs per box)		
41	50	box	Push Pin		
42	5	Packs	Pvc Cover-Clear Short an Letter 200mic (100/pack)		
43	25	Packs	Pvc Cover-Clear Long 200mic (100/pack)		
44	15	Packs	Pvc Cover-Clear A4 200 mic (100/pack)		
45	100	Pcs	Packaging Tape-Brown (2'inch)		
46	50	Packs	Photo Paper White Long-size (20 pcs per pack)		
47	60	Pcs	Plastic Sliding Folder Long		
48	50	box	Paper Fastener- Small		
49	100	Pcs	Record Book (500 page)		
50	100	Pcs	Record Book (300 page)		
51	10	box	Rubber Band (225grams)		
52	200	Pcs	Plastic Comb Ring Binder-Black (51mm)		
53	200	Pcs	Plastic Comb Ring Binder-Black (32mm)		
54	200	Pcs	Plastic Comb Ring Binder-Black (25mm)		
55	200	Pcs	Plastic Comb Ring Binder-Black (22mm)		
56	10	Bundle	Plastic Comb Ring Binder-Black (16mm) (10/Bundle)		
57	10	Bundle	Plastic Comb Ring Binder-Black (14mm) (10/Bundle)		
58	10	Bundle	Plastic Comb Ring Binder-Black (12mm) (10/Bundle)		
59	10	Bundle	Plastic Comb Ring Binder-Black (10mm) (10/Bundle)		
60	100	Pcs	Scissors 8" heavy duty		
61	50	Pcs	Stapler with staple remover No. 35 heavy duty		
62	30	Pcs	Sign Pen-Assorted 0.4 GTEC (Blue)		
63	20	Pcs	Sign Pen-Assorted 0.4 GTEC (Black)		
64	30	Boxes	Sign Pen BLUE Gel Impact (1.0mm roller ball) 12/box		
65	20	Boxes	Sign Pen BLACK Gel Impact (1.0mm roller ball) 12/box		
66	30	Pcs	Stamp Pad Refill Ink/30 ml blue		
67	25	Pcs	Stamp Pad Blue (Big # 1)		
68	25	Pcs	Stamp Pad Blue (#.3)		
69	100	Packs	Sticker Paper -Matte (A4Size) 10/pack		
70	100	Pcs	Scotch Tape-Clear with 48mm+1mm (2'inch)		

Item	Qty	Unit	Description	Unit Cost	Total Cost
71	100	Pcs	Scotch Tape 24mm +1mm (1'inch)		
72	150	Packs	Toilet Tissue (4roll per pack)		
73	30	box	Permanent Pilot Marker Black Refillable 12/box		
74	30	box	Permanent Pilot Marker Blue Refillable 12/box		
75	30	box	Whiteboard Pilot Marker Black Refillable 12/box		
76	20	box	Whiteboard Pilot Marker Blue Refillable 12/box		
77	15	Bottles	Whiteboard Marker Ink Refill (Blue)		
78	10	Bottles	Whiteboard Marker Ink Refill (Black)		
			****Nothing Follows****		

It is requested that you return this form in a sealed envelope by a messenger or mail it not later than _____, 22__ 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.

Very truly yours,


SEMA G. DILNA, Ed.D.
 University President

Quoted by:

 Name, Position & Signature of Representative

Date: _____