



Republic of the Philippines
Cebu Normal University
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Supply Office
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REQUEST FOR QUOTATION

CANVASS No. : 23-03-268
 Advertisement No. _____
 Purchase Request No. 23-03-268

Name of Supplier/Company : _____
 Company Address/Tel./Fax#: _____
 Philgeps Registration No. : _____
 BIR Tin No. : _____
 DBP Bank Account(No Bank Charge): _____
 If none DBP Bank Account, Charges May Apply to Suppliers Account

Gentlemen:

Please quote your lowest price on the item/s listed below this page stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 31, 2023.

DIOSDADO B. CENIZA
 Supply Officer

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	20	pcs	Metal Desk Organizer Tray Filing Three (3) Layer - Heavy Duty Quality, can fit up to Legal size paper, color: black		
	20	pcs	Metal Mesh Pen Holder Heavy Duty Desktop Pencil Accessories Organizer Storage with Removable Cap Holder Non Slip Rubber Grip Caddy Box Rack Cards - color: black, 3 compartment shelf tier caddy rack, pen & pencil holder is consisted of sturdy, mesh metal and a solid metal base		
	10	pcs	Paper Cutter Paper Trimmer Wood A4 size (21.0cm x 29.7cm) 12 x 10 Easy adjustment for cutting desires, Indicates A4/B5/A5/B6/B7 post cards and photosizes, Used to cut card, photo paper, foil paper and others Paper guide to ensure you get a right angled finish with securable sliding paper size marker		

- NOTE :**
1. DELIVERY PERIOD IS WITHIN _____ CALENDAR DAYS.
 2. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
 3. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
 4. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT.
 5. THIS FORM SHALL BE ENCLOSED IN AN ENVELOPE AND SEALED BY THE BIDDER HIMSELF.

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

 Canvasser Signature

 Printed Name / Signature of Supplier / Contractor

 Date



Certification Date: 1 February 2021
 Recertification due date: 24 January 2024 For verification of the certificate please access www.gclint.com (Certification check and type the registration number)

SDF-USO-206-003-01



Registration No. 52Q18778