



Republic of the Philippines  
**Cebu Normal University**

Osmeña Blvd., Cebu City, 6000, Philippines

**Procurement Unit**

Telephone No.: (+63 32) 254-6813

Temporary Email: irizarh@cnu.edu.ph

Website: www.cnu.edu.ph

**REQUEST FOR QUOTATION**

CANVASS No. : 23-07-612  
 Advertisement No. \_\_\_\_\_  
 Purchase Request No. 23-07-612

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 August 14, 2023.

*Honey Grace M. Irizari*  
**HONEY GRACE M. IRIZARI**  
 Focal Person for Procurement Activities

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
1	200	pcs	DTR (thick paper)		
2	1000	pcs	Fastener, assorted color, plastic		
3	100	pcs	Folder short (green)		
4	100	pcs	Folder short (light blue)		
5	100	pcs	Folder short (dark blue)		
6	100	pcs	Folder short (orange)		
7	100	packs	Glitters (gold), 10g		
8	100	packs	Glitters (silver), 10g		
9	100	packs	Glitters (blue), 10g		
10	1000	pcs	Plastic envelope long, w/ button lock		
11	1000	pcs	Plastic envelope short, w/ button lock		
12	100	roll	Plastic cover 1m / roll		
13	100	box	Push pins 50's		
14	200	pcs	Scissor, small, assorted color		
15	50	box	Binder Clip, 1 inch, 12 pcs / box		
16	50	box	Binder Clip, 2 inches, 12 pcs / box		
17	300	roll	Tinfoil (Red), 1 meter / roll		
18	300	roll	Tinfoil (Blue), 1 meter / roll		
19	300	roll	Tinfoil (Silver), 1 meter / roll		
20	300	roll	Tinfoil (Gold), 1 meter / roll		
21	1000	pcs	Folder Long (white), w/ tab		
22	1000	pcs	Folder Short (white), w/ tab		
23	1000	pcs	Envelope Long, brown		
24	1000	pcs	Envelope Short, brown		

**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

**SDF-USO-206-003-01**



Certification Date: 1 February 2021  
 Recertification due date: 24 January 2024  
 For verification of the certificate please access www.20178.com (Certification check and type the registration number)



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