



**REQUEST FOR QUOTATION**

CANVASS No. : 26-03-061

Name of Supplier/Company : \_\_\_\_\_

Advertisement No. \_\_\_\_\_

Company Address/Tel./Fax#: \_\_\_\_\_

Purchase Request No. 26-03-061

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 16, 2026 9:00 A.M.**

**ALVIN C. EXCLAMADOR**  
 Procurement Officer

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
<b>Procurement of Office Supplies</b>					
1	9	gallon	ALCOHOL, Ethyl, 1 Gallon		
2	12	bottle	ALCOHOL, Ethyl, 500 mL		
3	54	PCS	BALLPEN RETRACTABLE BLUE, 0.5 mm		
4	6	REAM	BONDPAPER SHORT MIMEO, sub 18		
5	30	ream	Bondpaper A4 (210 mm x 297 mm) sub. 20		
6	8	ream	Bondpaper Long (8.5" x 13") sub. 18		
7	30	ream	Bondpaper Long (8.5" x 13") sub. 20 , 80 GSM		
8	14	ream	Bondpaper Long (8.5" x 13") sub. 20 , 70 GSM		
9	8	ream	Bondpaper Short (8.5" x 11") sub. 18		
10	30	ream	Bondpaper Short (8.5" x 11") sub. 20 , 80 GSM		
11	14	ream	Bondpaper Short (8.5" x 11") sub. 20 , 70 GSM		
12	5	pack	CERTIFICATE FRAME, A4 SIZE, any color		
13	20	piece	CERTIFICATE HOLDER, A4 SIZE, any color		
14	5	piece	CLEARBOOK, A4 size, spiral		
15	12	box	CLIP, backfold, 32mm, 12 pcs./pack		
16	9	box	CLIP, backfold, 50mm, 12 pcs./pack		
17	15	ream	Color Bondpaper Blue (8.5" x 13") sub. 18		
18	5	ream	Color Bondpaper Blue (8.5" x 13") sub. 20		

**NOTE :**

1. DELIVERY PERIOD IS WITHIN \_\_\_\_\_ CALENDAR DAYS.
2. WARANTY 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.
6. SUPPLIER MUST HAVE SALES/SERVICE INVOICE.

**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-PrU-211-002-00**



Certification Date: 24 January 2024  
 Recertification Due Date: 24 January 2027  
 For verification of the certificate please  
 Access [www.ukas.com](http://www.ukas.com) (Certification)  
 Check and copy the registration number)



The WORLD  
 UNIVERSITY  
 RANKINGS  
 for INNOVATION



Times Higher Education  
 Impact Rankings





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Page 2 OF 5

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<b>Procurement of Office Supplies</b>					
19	25	ream	Color Bondpaper Green (8.5" x 13") sub. 18		
20	5	ream	Color Bondpaper Green (8.5" x 13") sub. 20		
21	25	ream	Color Bondpaper Pink (8.5" x 13") sub. 18		
22	5	ream	Color Bondpaper Pink (8.5" x 13") sub. 20		
23	25	ream	Color Bondpaper Yellow (8.5" x 13") sub. 18		
24	5	ream	Color Bondpaper Yellow (8.5" x 13") sub. 20		
25	6	ream	COLORED PAPER, ASSORTED, 8.5"x13"		
26	15	piece	CORRECTION TAPE, disposable, 4mm		
27	50	piece	CORRECTION TAPE, DISPOSABLE, 5mm		
28	5	box	Crayons (jumbo, non-toxic, multi-color, 24 pcs. per box)		
29	15	piece	CUTTER KNIFE, for general purpose		
30	6	piece	DATA FILE BOX, HORIZONTAL, chipboard		
31	6	piece	DATA FOLDER, LEGAL SIZE		
32	12	BOX	DISPOSABLE GLOVES, NITRILE, 100 pcs./box		
33	20	roll	DOUBLE SIDED TAPE 2"		
34	10	roll	Double sided tape 1"		
35	6	box	ENVELOPE, Documentary, A4, 100 pcs./box		
36	12	box	ENVELOPE, Documentary, legal, 100 pcs./box		

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Times Higher Education Impact Rankings





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<b>Procurement of Office Supplies</b>					
37	6	box	ENVELOPE, Expanding, Kraft, 100 pcs./box		
38	9	piece	ENVELOPE, Expanding, Plastic		
39	15	box	ENVELOPE, Mailing, 500 pcs./box		
40	15	piece	ERASER, plastic/rubber		
41	1	piece	EXTENSION CORD - 4 meters		
42	1	pc	Extension Wire - 5 meters		
43	60	pc	Ballpen Black - 0.4 mm		
44	60	pc	Ballpen Blue - 0.4 mm		
45	10	pc	Glass picture frame, A4 size		
46	10	pcs	Glass picture frame, legal size, 8.5"x13"		
47	3	unit	GLUE GUN, 12mm		
48	12	box	GLUE STICK, 12mm, 12pcs/box		
49	15	bottle	GLUE, all purpose, white, 40g		
50	9	bottle	INK, for stamp pad, violet		
51	20	pc	Leather Covered Notebook - A5 size		
52	10	pc	Molding clay (edible/non-toxic, multi-color)		
53	6	pad	NOTEPAD, stick-on, 76mm x 100mm		
54	9	ream	PAPER, MULTICOPY A4, sub 18		

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<b>Procurement of Office Supplies</b>					
55	3	ream	PAPER, MULTICOPY LEGAL, sub 18		
56	54	ream	PAPER, MULTIPURPOSE A4, sub 20		
57	65	ream	PAPER, MULTIPURPOSE LEGAL, sub 20		
58	40	pc	Pencil case polyester material with zipper (8in x 2.4in x 1.4in)		
59	12	piece	PENCIL SHARPENER, heavy duty		
60	12	box	PENCIL, lead/graphite, with eraser, 12 pcs./box		
61	120	pc	PERMANENT MARKER BROAD BLACK		
62	6	piece	PHOTOPAPER, A4 size, glossy		
63	3	pack	PLASTIC FASTENER, 100 pcs./pack		
64	6	book	RECORD BOOK, 500 PAGES, 8.5 x 11 inches		
65	36	pc	Retractable ballpen Blue - 0.7 mm		
66	15	piece	RULER, plastic, 450mm		
67	5	pair	SCISSORS, symmetrical		
68	60	pc	SIGN PEN 0.5 mm - blue		
69	120	pc	SIGN PEN, EXTRA FINE TIP, BLUE		
70	120	pc	BALLPEN BLUE, 0.7 mm		
71	2	ream	Specialty Board Paper, legal, cream color, 220gsm		
72	6	piece	STAPLER, standard type with remover		

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