



REQUEST FOR QUOTATION

CANVASS No. : 26-07-153

Advertisement No _____

Purchase Request No. 26-07-153

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 July 13, 2026, 9:00A.M.

VICTORIA G. BONTILAO
 Procurement Officer

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	200	ream	PAPER, CHECK BOND, 8 1/2 X 14,, 500SHEETS/REAM for Transrip of Records (TOR)		
			Specifications:		
			Substance: 90gsm		
			Color: Cream		
			Material: High quality bond paper suitable for TOR printing		
			Packaging: 500 sheets per ream, properly wrapped and labeled		
			Must be compatible with existing TOR in terms of thickness, brightness and printing quality.		

NOTE :

1. THE SUPPLIER

- DELIVERY PERIOD IS WITHIN _____ CALENDAR DAYS.
- 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.
- PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
- BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT.
- THIS FORM SHALL BE ENCLOSED IN AN ENVELOPE AND SEALED BY THE BIDDER HIMSELF.
- 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 (Certification)
 Check and type the registration number)



The WORLD UNIVERSITY RANKINGS for INNOVATION



Times Higher Education Impact Rankings

