



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
 Province of Rizal


Cp No. (63)918-9519618
 urs.bacsecretariat2020@gmail.com

Date : 7/6/23

Company/Supplier Name : _____

Address : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your sealed quotation duly signed by your representative not later than 7/13/23 to URS SPMO, Morong Rizal.


NELSON S. GONZALES, Ed. D.
 Chairperson, BAC

- NOTE: 1. ALL ENTRIES MUST BE TYPEWRITTEN
 2. DELIVERY PERIOD WITHIN 20 CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 45 CALENDAR DAYS
 5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	BID PRICE	TOTAL BID PRICE
1	Expanding Envelope Long with Garter	200	pc(s)		
2	Double Sided Tape 12MMx10M Big Roll	25	roll(s)		
3	Packaging Tape 60MMx30M Tan	25	roll(s)		
4	Scotch Tape 18MMx45M Big Roll	25	roll(s)		
5	Battery Size AA 4's	5	pack(s)		
6	Battery Size AAA 4's	5	pack(s)		
7	Whiteboard Marker Black 12's	5	box(es)		
8	Whiteboard Marker Blue 12's	5	box(es)		
9	Permanent Marker Black 12's	5	box(es)		
10	Permanent Marker Blue 12's	5	box(es)		
11	Pencil with eraser No. 2 12's	5	box(es)		
12	Expanding Folder Long	200	pc(s)		
13	2-Hole Pencil Sharpener	10	pc(s)		
14	Push Pins (100's)	10	box(es)		
15	Stand File Box Color Blue	25	pc(s)		
16	White Glue 200 grams	10	jar(s)		
17	Heavey Duty Tape Dispenser	3	pc(s)		
18	Bond Paper Long 8.5"x13"	100	ream(s)		
19	Heavy Duty Stapler	3	pc(s)		
20	Folder Long	200	pc(s)		
21	Metal Fastener 50's	25	box(es)		
22	Handheld Cutter	5	pc(s)		
23	Dustless White Chalk 100's	10	box(es)		
	nothing follows				

	ABC - Php 77,705.00				
	-				

Brand and Model : _____
Warranty : _____

Delivery Period : _____
Price Validity : _____

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

CERTIFICATION

I hereby certify that I have personally conducted this canvass and that the price(s) quoted is/are true & correct and the signature of the representative of the company who submitted the quotation(s) is/are genuine.

Printed at Paul C. EPS
Printed Name & Signature of Authorized Canvasser

URS-AF-AS-PRO-F-2017-02

0953

Rev. 00

Effectivity Date August 15, 2017

Modified version of RFQ form from
(SF-GOOD-60, May 2004)

Printed Name / Signature

Tel. No. / Cell phone No.

E-mail address

Date

Tin Number



PURCHASE REQUEST

UNIVERSITY OF RIZAL SYSTEM
(Agency)

Department: Angono Campus	PR. No.: 2023-05-0953	Date: 2023/05/23
Section: Angono	SAI No.:	Date:

Responsibility Center Code: 08-042-00-00000-03-01

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
1	pc(s)	2-Hole Pencil Sharpener	10	P 23.00	P 230.00
2	box(es)	Metal Fastener 50's	25	P 120.00	P 3,000.00
3	box(es)	Dustless White Chalk 100's	10	P 200.00	P 2,000.00
4	box(es)	Pencil with eraser No. 2 12's	5	P 175.00	P 875.00
5	pc(s)	Handheld Cutter	5	P 120.00	P 600.00
6	roll(s)	Packaging Tape 60MMx30M Tan	25	P 55.00	P 1,375.00
7	roll(s)	Scotch Tape 18MMx45M Big Roll	25	P 25.00	P 625.00
8	roll(s)	Double Sided Tape 12MMx10M Big Roll	25	P 30.00	P 750.00
9	pack(s)	Battery Size AAA 4's	5	P 250.00	P 1,250.00
10	box(es)	Permanent Marker Black 12's	5	P 200.00	P 1,000.00
11	box(es)	Whiteboard Marker Black 12's	5	P 350.00	P 1,750.00
12	box(es)	Permanent Marker Blue 12's	5	P 200.00	P 1,000.00
13	pack(s)	Battery Size AA 4's	5	P 120.00	P 600.00
14	box(es)	Whiteboard Marker Blue 12's	5	P 350.00	P 1,750.00
15	pc(s)	Expanding Folder Long	200	P 30.00	P 6,000.00
16	ream(s)	Bond Paper Long 8.5"x13"	100	P 360.00	P 36,000.00
17	pc(s)	Folder Long	200	P 15.00	P 3,000.00
18	pc(s)	Heavy Duty Tape Dispenser	3	P 200.00	P 600.00
19	pc(s)	Expanding Envelope Long with Garter	200	P 35.00	P 7,000.00
20	pc(s)	Heavy Duty Stapler	3	P 400.00	P 1,200.00
21	pc(s)	Stand File Box Color Blue	25	P 190.00	P 4,750.00
22	box(es)	Push Pins (100's)	10	P 60.00	P 600.00
23	jar(s)	White Glue 200 grams	10	P 175.00	P 1,750.00

nothing follows

BUDGET OFFICE

Control No. 2306015 Date 06/14/2023

Funds Available P. 77,705.00

Chargeable to 011

Signature [Signature]

TOTAL

P 77,705.00

Purpose:	for Office Supplies of different offices of URS Angono Campus		
Requested By:	Recommended Approval:	Approved By:	
Signature:			
Name:	NORMA F. ELVINA, PH. D	RENATO F. DE LEMON Ph. D	NANCY T. PASCUAL Ed D, RGC
Designation	CAMPUS DIRECTOR	Vice President for Administration and Finance	UNIVERSITY PRESIDENT