



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

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

Date : 5/13/2024

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 5/17/24 to URS SPMO, Morong Rizal.


ARIEL M. PLANTILLA, DBA
Chairperson, BAC

- NOTE: 1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN 15 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	Lever Arch File with ring binder, long Size black	20	pc(s)		
2	Magazine/Data File Box	10	pc(s)		
3	Push Pin, 50s	8	box(es)		
4	Double Sided Tape	5	pc(s)		
5	Photopaper , glossy, 120 gsm	8	pack(s)		
6	Sticker paper, Matt Photo, 10s	8	pack(s)		
7	Specialty Paper, 8 1/2 x 11	8	pack(s)		
8	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	10	pc(s)		
9	BALL PEN, blue	25	pc(s)		
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	5	pc(s)		
11	STAPLE REMOVER, PLIER-TYPE	5	pc(s)		
12	STAPLER, STANDARD TYPE, load cap: 200 staples min	5	pc(s)		
13	SCISSORS, symmetrical, blade length: 65mm min	8	pc(s)		
14	PUNCHER, paper, heavy duty, with two hole guide	5	pc(s)		
15	PENCIL SHARPENER, manual, single cutter head	5	pc(s)		
16	CUTTER KNIFE, for general purpose	5	pc(s)		
17	CUTTER BLADE, for heavy duty cutter	5	box(es)		
18	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	5	pad(s)		
19	RUBBER BAND, 70mm min lay flat length (#18)	4	box(es)		
20	PENCIL, lead, w/ eraser, wood cased, hardness: HB	10	pc(s)		
21	PAPER CLIP, vinyl/plastic coat, length: 48mm min	20	box(es)		
22	PAPER CLIP, vinyl/plastic coat, length: 32mm min	15	box(es)		
23	MARKER, PERMANENT, bullet type, black	5	pc(s)		
24	MARKER, FLUORESCENT, 3 assorted colors per set	5	set(s)		

25	MARKER, whiteboard, black, felt tip, bullet type	38	pc(s)		
26	FASTENER, METAL, 70mm between prongs	25	box(es)		
27	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	55	pc(s)		
28	ENVELOPE, DOCUMENTARY, for legal size document	55	pc(s)		
29	CORRECTION TAPE, film base type, UL 6m min	30	pc(s)		
30	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	28	box(es)		
31	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	28	box(es)		
32	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	15	box(es)		
33	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	16	box(es)		
34	TAPE, TRANSPARENT, width: 48mm (±1mm)	13	pc(s)		
35	TAPE, TRANSPARENT, width: 24mm (±1mm)	18	pc(s)		
36	TAPE, MASKING, width: 48mm (±1mm)	15	pc(s)		
37	TAPE, MASKING, width: 24mm (±1mm)	15	pc(s)		
38	STAPLE WIRE, STANDARD, (26/6)	25	box(es)		
39	TOILET TISSUE PAPER 2-plys sheets, 150 pulls (roll)	100	roll(s)		
40	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	8	pc(s)		
41	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	13	pc(s)		
42	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	69	ream(s)		
43	PAPER, Multi-Purpose (COPY) A4, 70 gsm	69	ream(s)		
	nothing follows				
	-				
	ABC - Php 81,144.40				
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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.

POSTED TO PHILGERS
Printed Name & Signature of Authorized Canvasser

Printed Name / Signature

Tel. No. / Cell phone No.

E-mail address

Date

Tin Number

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

Rev. 00

Effectivity Date August 15, 2017

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

PR-2024-04-0117 (011)
END USER : J.CONCEPCION URS-BIN