



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

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

Date : Feb. 4, 2026

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 2/9/26 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	Blue Ballpen (12pcs/box)	8	box(es)		
2	Black Ballpen (12pcs/box)	8	box(es)		
3	Metal Fastener	10	box(es)		
4	Lever Arch file 2 ring, Legal	10	pc(s)		
5	Laminating Film (Legal Size) (25sheets / pack)	15	pack(s)		
6	Photo paper, A4 260gsm Glossy(10's)	75	pack(s)		
7	Photo stickers, A4 Satin (10's)	75	pack(s)		
8	Long Arm Stapler	2	pc(s)		
9	Padding Glue	4	pc(s)		
	nothing follows				
	-				
	LOT ABC - Php 60,900.00				
	-				

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

Printed Name / Signature

Tel. No. / Cell phone No.

signature of the representative of the company who submitted the quotation(s) is/are genuine.

POSTED to PHILGEPS

Printed Name & Signature of Authorized Canvasser

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

Rev. 00

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

RFQ-2026-02-0057
PR-2026-01-0109
END USER: MARIE CHELKA G. SAN JOSE

Effectivity Date August 15, 2017

Note: Mandatory documents
*Delivery Receipt w/ ATP Number
*Service/Billing/Sales Invoice
*Official/Collection Receipt
*Philgeps registered atleast RED membership
(Above 50k)
*Mayor's Permit
*Tax Clearance/ BIR 2303
*DTI Certificate

RECEIVED

By: DW
Date: 1-27-26
Time: 5:28 PM

UNIVERSITY OF RIZAL SYSTEM

OFFICE OF THE PRESIDENT



PURCHASE REQUEST

Appendix 60

OPPAF
Date: 27 JAN 2026
8:43 AM

UNIVERSITY OF RIZAL SYSTEM
(Agency)

Department:	PR. No.:	2026-01-0109	Date:	2026/01/21
Extension - Angono Campus	SAI No.:		Date:	
Responsibility Center Code: 08-042-00-00000-01-05-02-17			APP code: C-003	
Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost
1	box(es)	Blue Ballpen (12pcs/box)	8	P 130.00
2	box(es)	Black Ballpen (12pcs/box)	8	P 130.00
3	box(es)	Pencil (Mongol #2) (12pcs/box)	10	P 120.00
4	box(es)	Metal Fastener	10	P 150.00
5	box(es)	Staple Wire No. 26/6	50	P 150.00
6	pc(s)	Staple wire remover	2	P 80.00
7	pc(s)	Lever Arch file 2 ring, Legal	10	P 372.00
8	pack(s)	Laminating Film (Legal Size) (25sheets / pack)	15	P 1,000.00
9	pack(s)	Photo paper, A4 260gsm Glossy(10's)	75	P 300.00
10	pack(s)	Photo stickers, A4 Satin (10's)	75	P 180.00
11	pc(s)	Long Arm Stapler	2	P 700.00
12	pc(s)	Padding Glue	4	P 300.00

UNIVERSITY OF RIZAL SYSTEM

nothing follows

Procurement Unit

RECEIVED
FEB 02 2026

Date: _____
Time: 3:48 pm

UNIVERSITY OF RIZAL SYSTEM
University Records Unit

RECEIVED

Date: FEB 03 2026
Time: 2:50

PROCUREMENT UNIT

Included in PPMP
 Not Included in PPMP

Others:

JAN 27 2026

Date: _____ Signature: _____

BUDGET UNIT

Control No. 2601060 Date 1/26/2026
Funds Available P 69,760.00
Chargeable to 052
Signature _____

Purpose:	TOTAL		
Purpose:	Requested By:	Recommending Approval:	Approved By:
Signature:		W.P.O	YR Panal
Name:	MARIE CHELKA G. SAN JOSE	MARVIN P. AMOIN Ph. D	NANCY T. PASCUAL Ed. D, RGC
Designation	ADMINISTRATIVE OFFICER III	Vice President for Administration and Finance	UNIVERSITY PRESIDENT