



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.

E-mail address

Date

Tin Number

POSTED to PHILGEPS

Printed Name & Signature of Authorized Canvasser

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

Rev. 00

Effectivity Date August 15, 2017

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

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*

PURCHASE REQUEST

UNIVERSITY OF RIZAL SYSTEM
(Agency)OVPAT
Date: 27 JAN 2026
8:43 PM

Department:

Extension - Angono Campus

PR. No: 2026-01-0109

Date: 2026/01/21

Section: Angono

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	Estimated Total Cost
1	box(es)	Blue Ballpen (12pcs/box)	8	P 130.00	P 1,040.00
2	box(es)	Black Ballpen (12pcs/box)	8	P 130.00	P 1,040.00
3	box(es)	Pencil (Mongol #2) (12pcs/box)	10	P 120.00	P 1,200.00
4	box(es)	Metal Fastener	10	P 150.00	P 1,500.00
5	box(es)	Staple Wire No. 26/6	50	P 150.00	P 7,500.00
6	pc(s)	Staple wire remover	2	P 80.00	P 160.00
7	pc(s)	Lever Arch file 2 ring, Legal	10	P 372.00	P 3,720.00
8	pack(s)	Laminating Film (Legal Size) (25sheets / pack)	15	P 1,000.00	P 15,000.00
9	pack(s)	Photo paper, A4 260gsm Glossy(10's)	75	P 300.00	P 22,500.00
10	pack(s)	Photo stickers, A4 Satin (10's)	75	P 180.00	P 13,500.00
11	pc(s)	Long Arm Stapler	2	P 700.00	P 1,400.00
12	pc(s)	Padding Glue	4	P 300.00	P 1,200.00

nothing follows

UNIVERSITY OF RIZAL SYSTEM
Procurement UnitRECEIVED
FEB 02 2026Date: _____
Time: 3:48 pmUNIVERSITY OF RIZAL SYSTEM
University Records Unit
RECEIVED
Date: FEB 03 2026
Time: 2:50

PROCUREMENT UNIT

- ☒ Included in PPMP
☐ Not Included in PPMP

Others:

Date: JAN 27 2026

Signature: _____

BUDGET UNIT

Control No. 2601060 Date 1/26/2026

Funds Available P 69,760.00

Chargeable to 052

Signature: _____

TOTAL

P 69,760.00

Purpose: Office Supplies for Extension Unit at URS Angono Campus

Requested By:	Recommending Approval:	Approved By:
Signature: _____	W.P.O.	Nancy T. Pascual
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