



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

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

Date : Feb. 12, 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 2/16/26 to URS SPMO, Morong Rizal.

ARIEL M. PLANTILLA, DBA
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	A4 Certificate Holder	50	pc(s)		
2	Organizer Boxes	30	box(es)		
3	Dry Seal	1	unit(s)		
4	Lever Arch File, 2 ring, Legal	20	pc(s)		
5	Personalized Stamp (Approved)	1	pc(s)		
6	Personalized Stamp (Campus Director's File Copy)	1	pc(s)		
7	White Board for Calendar of Activities, 2ft x 3 ft	1	pc(s)		
8	Transcript of Records Paper (with boarder, with URS Logo and ISO Logo, 8.5" x 13" with watermark in front and back subs 22/24 paper)	2000	pc(s)		
9	Transcript of Records Paper (without boarder, with URS Logo, 8.5" x 13" with watermark in front and back subs 22/24 paper)	2000	pc(s)		
	nothing follows				
	-				
	LOT ABC - Php 99,126.00				
	-				

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 Name / Signature

Tel. No. / Cell phone No.

E-mail address

Date

POSTED to PHILGEPS

Printed Name & Signature of Authorized Canvasser

Tin Number

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-2026-02-0071
PR-2026-01-0157
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

PROCUREMENT UNIT



PURCHASE REQUEST

Date: 10 FEB 2026

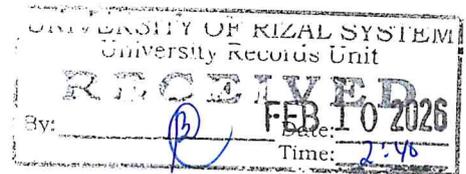
UNIVERSITY OF RIZAL SYSTEM
(Agency)

OVPAP
Date: 03 FEB 2026
2:57 98

Department: Office of the Campus Director- Angono Campus	PR. No.: 2026-01-0157	Date: 2026/01/27
Section: Angono	SAI No.:	Date:
Responsibility Center Code: 08-042-00-00000-01-05-02		APP code: C-003

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
1	pc(s)	A4 Certificate Holder	50	₱ 53.00	₱ 2,650.00
2	box(es)	Organizer Boxes	30	₱ 249.00	₱ 7,470.00
3	unit(s)	Dry Seal	1	₱ 3,800.00	₱ 3,800.00
4	pc(s)	Lever Arch File, 2 ring, Legal	20	₱ 362.50	₱ 7,250.00
5	pc(s)	Personalized Stamp (Approved)	1	₱ 112.00	₱ 112.00
6	pc(s)	Personalized Stamp (Campus Director's File Copy)	1	₱ 112.00	₱ 112.00
7	pc(s)	White Board for Calendar of Activities, 2ft x 3 ft	1	₱ 1,232.00	₱ 1,232.00
8	pc(s)	Transcript of Records Paper (with boarder, with URS Logo and ISO Logo, 8.5" x 13" with watermark in front and back subs 22/24 paper)	2000	₱ 22.25	₱ 44,500.00
9	pc(s)	Transcript of Records Paper (without boarder, with URS Logo, 8.5" x 13" with watermark in front and back subs 22/24 paper)	2000	₱ 16.00	₱ 32,000.00

nothing follows



PROCUREMENT UNIT

Included in PPMP
 Not Included in PPMP
 Others: _____
 Date: _____ Signature: _____

BUDGET UNIT

Control No. 2601081 Date 01/29/2026
 Funds Available P 99,126.00
 Chargeable to 052
 Signature _____

			TOTAL	₱ 99,126.00
Purpose:	Office Supplies for Different Offices @ URS Angono			
Requested By:	Recommending Approval:		Approved By:	
Signature:	<u>W.P.O.</u>		<u>Nancy T. Pascual</u>	
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	