



Republic of the Philippines  
**COTABATO STATE UNIVERSITY**  
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[www.ccspsc.edu.ph](http://www.ccspsc.edu.ph)

PR No. 100-21(08/24/21)

## REQUEST FOR QUOTATION

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Name of Supplier

Sir/Ma'am:

Please quote your lowest net price, taxes included on the following articles listed below:

Item#	QTY	Unit	Item Description	Unit Cost	Total
1	120	Reams	Printing of Official Transcript of Records @500 sheets/ream <ul style="list-style-type: none"><li>- 8.5" x 14 size</li><li>- Special Concord laid (White)</li><li>- One side printing</li><li>- Colored logo, text (2 colors)</li><li>- Security features</li></ul>		
2	6,000	Pcs	University Diploma <ul style="list-style-type: none"><li>- 8.5" x 12 " finished size</li><li>- Concord laid Light Yellow</li><li>- Colored logo, text (2 colors)</li><li>- One side printing</li></ul>		
			***Nothing Follows***		

It is requested that you return this form in a sealed envelope by a messenger or mail it not later than \_\_\_\_\_, 21\_\_ at \_\_\_\_\_. Only one canvass should be placed in an envelope marked "BID PROPOSAL". Brochure may be attached in the canvass form.

A Purchase Order to the winning bidder shall be made immediately after the awarding. However, this office reserves the right to reject any offer without specified quality herein contained.

ABC = ₱ 436,800.00

Very truly yours,

  
SEMA G. DILNA, Ed.D.  
University President

Quoted by:

\_\_\_\_\_  
Name, Position & Signature of Representative

Date: \_\_\_\_\_