



Republic of the Philippines
COTABATO STATE UNIVERSITY

Sinsuat Avenue, Cotabato City

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PR No. 001-22(01/11/22)

REQUEST FOR QUOTATION

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	12	Boxes	Ballpen (blue) 50s/box		
2	12	Boxes	Ballpen (black) 50s/box		
3	25	Boxes	Bond Paper (Long Sub. 20)		
4	10	Boxes	Bond Paper (A4 Sub. 20)		
5	25	Boxes	Pentel Pen (Permanent) Black 12s/Box		
6	25	Boxes	Pentel Pen (Permanent) Blue 12s/Box		
7	30	Pcs	Correction Tape		
8	30	Boxes	Facemask		
9	20	Pcs	Transparent adhesive tape 1"		
10	20	Pcs	Transparent adhesive tape 2"		
11	30	Pcs	Facemask		
12	800	Boxes	Notebook 50/80 leaves		
13	7	Bottles	WhiteBoard Marker		
14	25	Pcs	Alcohol 70% Solution		
15	10	Boxes	Scissors (8")		
16	20	Pcs	Pencil Mongol #2 12s/box		
			Nothing Follows		

It is requested that you return this form in a sealed envelope by a messenger or mail it not later than _____, 22__ 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.

Very truly yours,


SEMA G. DILNA, Ed.D.
University President

Quoted by:

Name, Position & Signature of Representative

Date: _____