



Republic of the Philippines
COTABATO STATE UNIVERSITY
Sinsuat Avenue, Cotabato City
Telefax: (064) 421-5146
www.ccspc.edu.ph

PR No. 011-22(02/08/2022)

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	200	Bottles	Alcohol 70 % Isopropyl 500ml		
2	50	Gals	Alcohol 70% Isopropyl/Ethyl		
3	10	Packs	Battery, dry cell, Energizer AA (4pcs/pack)		
4	100	Cans	Air Freshener 280ml		
5	75	Pcs	ARCH File Folder (Long)		
6	50	Pcs	ARCH File Folder (Short)		
7	700	Reams	Bond Paper (Long) 70gsm		
8	500	Reams	Bond Paper (A4) 70gsm		
9	300	Reams	Bond Paper (Short) 70gsm		
10	50	box	Binder Clip (41'mm) 12/box		
11	50	box	Binder Clip (32'mm) 12/box		
12	50	pcs	Binding Tape 2 Inch		
13	20	box	Ballpen Black (50 pcs per box)		
14	20	box	Ballpen Blue (50 pcs per box)		
15	5	box	Ballpen Red (50 pcs per box)		
16	100	pcs	Bathroom Soap (Safeguard) 130g		
17	10	packs	Cartolina Long (Assorted-Color) (100/pack)		
18	100	Pcs	Correction Tape		
19	50	pcs	Cutter Knife heavy duty (big)		
20	20	Tube	Cutter blade (big) 10pcs/tube		
21	50	Pcs	Data File Box Long (Assorted-color)		
22	50	Pcs	Double Sided Tape (2'inch)		
23	30	Packs	Disposable Cup (25 pcs per pack)		
24	50	Pcs	Dust Pan-Black (Plastic)		
25	30	Dozens	Detergent Powder (Pack 65 g)		
26	50	Bottles	Diswashing Liquid 250 ml		
27	50	Pcs	Expanding Folder Press Board Green		
28	200	Pcs	Expanding Envelope Brown (Long)		
29	4	Boxes	Envelope Brown (Long) 500pcs/box		
30	2	Boxes	Envelope Brown (Short) 500pcs/box		

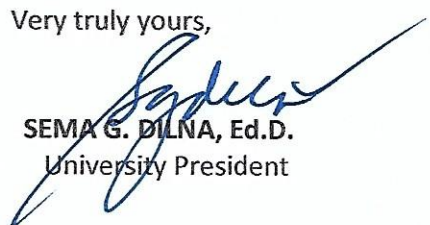
31	50	Pcs	Expanding Folder Plastic (Assorted Long)		
32	5	Box	File Folder Kraft Brown (Long) 500/box		
33	2	Box	File Folder Kraft Brown (Short) 500/box		
34	30	pcs	Flash Drive (32Gb-Capacity)		
35	50	Jars	Glue (473 grams)		
36	100	Packs	Linen Paper White (Long) 20 sheets/pack		
37	100	Pcs	Masking Tape-White (2'Inch)		
38	100	Pcs	Masking Tape-White (1'Inch)		
39	100	Pcs	Assorted Color Highlighter Marker		
40	50	Pads	Yellow pad paper (80 leaves)		
41	100	box	Paper Clip Big (50mm)		
42	100	box	Paper Clip Small (33mm)		
43	30	box	Pencil Mongol #2 (12 pcs per box)		
44	50	box	Push Pin		
45	5	Packs	Pvc Cover-Clear Short an Letter 200mic (100/pack)		
46	25	Packs	Pvc Cover-Clear Long 200mic (100/pack)		
47	15	Packs	Pvc Cover-Clear A4 200 mic (100/pack)		
48	100	Pcs	Packaging Tape-Brown (2'inch)		
49	50	Packs	Photo Paper White Long-size (20 pcs per pack)		
50	60	Pcs	Plastic Sliding Folder White Long		
51	20	Pcs	Padlock (Branded and Heavy Duty) long shackle		
52	50	box	Paper Fastener- Small		
53	50	Pcs	Record Book (500 page)		
54	50	Pcs	Record Book (300 page)		
55	10	box	Rubber Band (225grams)		
56	10	Bundle	Plastic Comb Ring Binder-Black (51mm) (10/bundle)		
57	10	Bundle	Plastic Comb Ring Binder-Black (32mm)		
58	10	Bundle	Plastic Comb Ring Binder-Black (25mm)		
59	10	Bundle	Plastic Comb Ring Binder-Black (22mm)		
60	10	Bundle	Plastic Comb Ring Binder-Black (16mm)		
61	10	Bundle	Plastic Comb Ring Binder-Black (14mm)		
62	10	Bundle	Plastic Comb Ring Binder-Black (12mm)		
63	10	Bundle	Plastic Comb Ring Binder-Black (10mm)		
64	100	Pcs	Scissors 8" heavy duty		
65	50	Pcs	Stapler with staple remover No. 35 heavy duty		
66	30	Pcs	Sign Pen-Assorted 0.4 GTEC (Blue)		
67	20	Pcs	Sign Pen-Assorted 0.4 GTEC (Black)		
68	30	Pcs	Sign Pen BLUE Gel Impact (1.0mm roller ball) 12/box		
69	10	Pcs	Sign Pen BLACK Gel Impact (1.0mm roller ball) 12/box		
70	30	Pcs	Stamp Pad Joy (Refill Ink/30 ml) blue		
71	25	Pcs	Stamp Pad Blue (Big # 1)		
72	25	Pcs	Stamp Pad Blue (#.3)		
73	100	Packs	Sticker Paper -Matte (A4Size) 10/pack		
74	100	Pcs	Scotch Tape-Clear with 48mm+1mm (2'inch)		

75	100	Pcs	Scotch Tape 24mm +1mm (1'inch)		
76	10	rolls	Tieback Plastic (Tali)		
77	150	Packs	Toilet Tissue (4roll per pack)		
78	70	Packs	Plastic Garbage Bag (X-Large Black) 100pcs/pack		
79	20	box	Permanent Pilot Marker Black Refillable 12/box		
80	20	box	Permanent Pilot Marker Blue Refillable 12/box		
81	20	box	Whiteboard Pilot Marker Black Refillable 12/box		
82	20	box	Whiteboard Pilot Marker Blue Refillable 12/box		
83	15	Bottles	Whiteboard Marker Ink Refill (Blue)		
84	10	Bottles	Whiteboard Marker Ink Refill (Black)		
			****Nothing Follows****	TOTAL	

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: _____