



Management System
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Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte - 4600, Philippines

SUPPLY AND PROPERTY MANAGEMENT

Project Reference No.: BAC Res # 0203
Name of the Project: Supply and Delivery of Office Supplies and Equipment
Location of the Project: CNSC-CANR

REQUEST FOR QUOTATION

Company 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 quotation duly signed by your representative not later than 3 working days.

Rosalie A. Almadrone
ROSALIE A. ALMADRONES, Ph.D
BAC Chairperson

- NOTE:**
1. Delivery period within _____ calendar days.
 2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
 3. Price validity shall be for a period of _____ calendar days.
 4. G-EPS Registration Certificate shall be attached upon submission of the quotation.
 5. Bidders shall submit original brochures showing certifications of the product being offered.

Item No.	Item and Description	Quantity		Unit Price
1	Printer 3 in 1	5	units	
2	Gel Pen 0.5mm	11	boxes	
3	Printer Ink (black) compatible to item 1	9	bottles	
4	Printer Ink (cyan) compatible to item 1	9	bottles	
5	Printer Ink (magenta) compatible to item 1	8	bottles	
6	Printer Ink (yellow) compatible to item 1	9	bottles	
7	Bond Paper Long S20, 70 GSM	9	ream	
8	Bond Paper A4 S20, 70 gsm	17	reams	
9	Bond Paper Short S20, 70 gsm	3	Reams	
10	Correction tape 5mmx 10m	10	Pcs	
11	Ballpen 0.5mm blue	8	boxes	
12	Ballpen 0.5mm black	5	boxes	
13	Ballpen 0.5mm red	5	boxes	
14	Pencil # 2	2	boxes	

Brand and Model: _____
Delivery Period: _____
Warranty: _____
Price Validity: _____

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at prices stated above.

Printed Name and Signature

Name of Canvasser

Tel. No./Cellphone No.: _____
E-mail Address: _____
Date: _____



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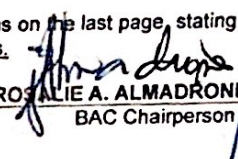
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Item No.	Item and Description	Quantity		Unit Price
15	USB 128 gb	2	pcs	
16	Notebook (A5 21x14.5cm) 80 leaves, 80gsm	4	Pcs	
17	Scissor, 8.5 stainless steel	3	pairs	
18	Permanent marker (refillable fine point; black)	15	pcs	
19	All multipurpose glue, 240ml	4	pcs	
20	Folder Long 14"	100	pcs	
21	Ruler 18"	2	pcs	
22	Scientific Calculator	1	pc	
23	Masking Tape, 1"	10	rolls	
24	Heavy Duty Puncher	1	pc	
25	Clear Book Refillable Long	2	pcs	
26	Cutter, big size	2	pcs	
27	Record Book, 500 pages	2	pcs	
28	Double sided tape, 1"	5	pcs	

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Item No.	Item and Description	Quantity		Unit Price
29	File Holder/File Box	4	pcs	
30	Transparent Tape 1"	4	rolls	
31	Ethyl Alcohol 70% 1 gallon	2	bottles	
32	Highlighter assorted color	4	pcs	
33	Binder Clip 2"	2	boxes	
34	Binder Clip 1"	2	boxes	
35	Expanded Folder, Long with string	4	pcs	
36	Paper Fastener, plastic	4	boxes	
37	Paper Clip big	2	Boxes	
38	Facemask earlope, 2 ply (blue/black)	6	boxes	
39	Stapler with staple remover	1	pc	
40	Staple wire # 35	5	boxes	
41	Marker Permanent black	5	pcs	
42	Brown Envelope long	10	pcs	

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