



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 # 0236
Name of the Project: Supply and Delivery of Office Supplies and Materials Needed for DOST-GIA Project 2
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	Bond Paper A4, s20	38	reams	
2	Bond Paper Long, s20	15	reams	
3	Bond Paper short, s20	14	reams	
4	Epson Ink Black	24	bottles	
5	Epson Ink Cyan	17	bottles	
6	Epson Ink Magenta	16	bottles	
7	Epson Ink Yellow	15	bottles	
8	Ballpen 12 pcs per box	3	boxes	
9	Pencil # 2	20	boxes	
10	Pencil # 2	20	pcs	
11	Plastic Envelope Long	5	pcs	
12	ID lace	1	bundle	
13	Folder long, white (100 pcs/bundle)	1	bundle	
14	Folder short, white (100 pcs/bundle)	4	boxes	
15	Binder Clips 1" (12pcs/box)			

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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Item No.	Item and Description	Quantity		Unit Price
15	Binder Clip ¾ (12pcs/box)	5	boxes	
16	Binder Clip 1 ¼" (12pcs/box)	5	boxes	
17	Binder Clip 1 5/8" (12pcs/box)	5	boxes	
18	Glue (40g)	2	pcs	
19	Expanded Envelope Long w/ garter	10	pcs	
20	Heavy Duty Stapler	1	pc	
21	Heavy Duty Puncher	1	pc	
22	Staple Wire # 35	4	boxes	
23	Clear book Long size	3	pcs	
24	Correction Tape 10 meters	5	pcs	
25	Sign Pen (black point 5mm)	1	box	
26	Sign Pen (red point 5mm)	1	box	
27	Sign Pen (blue point 5mm)	1	box	
28	Transparent/Scotch Tape	5	rolls	

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Item No.	Item and Description	Quantity	Unit Price
29	White Board (large) 60x40	1 pc	
30	White board marker refill ink black (2 pcs /box)	2 boxes	
31	Eraser for whiteboard	1 pc	
32	Calculator (12 digits)	4 pcs	
33	Cutter big size blade knife	4 pcs	
34	Stainless Steel Big Scissors	4 pcs	
35	Sharpener	16 pcs	
36	Document File Paper Made	10 pcs	
37	Double Sided Tape	4 rolls	
38	Envelope Brown Long 10"x15"	1 bundle	
39	Envelope Brown Short 9"x12"	1 bundle	
40	Plastic Fastener 8 1/2"	1 box	
41	Record Book (500 pages)	3 Pcs	
42	Photopaper A4 230 gsm High Glossy	4 pads	

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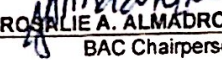
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Item No.	Item and Description	Quantity		Unit Price
1	Extension Cord Set Switches 6 gang cord set with individual switch 6 gang 5 meters wire	1	pc	

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

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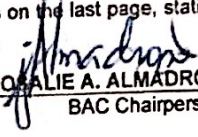
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Item No.	Item and Description	Quantity		Unit Price
1	Steel Filing Cabinet with Safety Vault Color: Gray, Vault: in the first drawer Thickness: 0.6 mm Size: W460*D620*H1315mm	1	unit	

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

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Item No.	Item and Description	Quantity	Unit Price
1	Face mask surgical 3 ply excellent quality	4 boxes	
2	First Aid Kit Set Emergency Kit Outdoor/Medicine Medical Kit Supplies	10 Sets	
3	1 Gallon Alcohol	3 pcs	
4	Battery (1 pack 4 pcs)	5 pcs	
5	Face Shield	14 pcs	

Brand and Model: _____
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Item No.	Item and Description	Quantity		Unit Price
1	Cap (sombrero) varied size	10	pcs	
	Boots (Rain Shoes) varies size (hi-cut w/o steel toe rubber safety work boots)			
2	5"	1	pc	
3	6"	2	pcs	
3	8"	1	pc	

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Item No.	Item and Description	Quantity		Unit Price
1	Tarpaulin (depending on volume order)	18	layouts	

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

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Printed Name and Signature

Name of Convrasser

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Date: