



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Procuring Entry:	CENTRAL MINDANAO UNIVERSITY	Request for Quotation (P. R. No.):	TF (SHOPPING)- 52
Revised on:			
Standard Form / Title:	REQUEST FOR QUOTATION	Office/End-User:	ANNIE L. DERIADA
COMPANY NAME:			
ADDRESS:			
TEL. NO./FAX NO.:		TIN:	

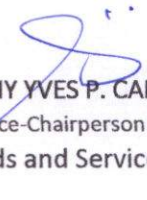
Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 01:00 p.m. of _____ in the return envelope attached, to the BAC Secretariat, CENTRAL MINDANAO UNIVERSITY, University Town, Musuan, Bukidnon.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 days** upon receipt of the approved funded Purchase Order (P.O.)
Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies and materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **Negotiated Procurement (Small Value) (above 50,000.00)**
 1. **Mayor's/ Business Permit**
 2. **Philgeps Registration**
 3. **Omnibus Sworn Statement**
6. Bidders shall submit original brochures of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **₱55,012.13**

HERMIE P. PAVA
 BAC Chairperson for
 Goods and Services

By:


 JEREMY YVES P. CAPILI
 BAC Vice-Chairperson for
 Goods and Services

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT	UNIT COST (ABC)	UNIT PRICE	TOTAL PRICE
1	CLEAR BOOK, 20 transparent pockets, legal	5	piece	41.81		
2	SIGN PEN, Black, liquid or gel	20	piece	25.53		
3	SIGN PEN, Blue, liquid or gel	20	piece	25.53		
4	SIGN PEN, Green, liquid or gel	10	piece	25.53		
5	GLUE, all-purpose, 200 grams	5	jar	81.32		
6	STAPLE WIRE, no. 35-26/6mm	15	box	65.00		
7	TAPE, masking, 24mm	5	roll	71.16		
8	TAPE, masking, 48mm	5	roll	139.33		
9	TAPE, packaging, 48mm	5	roll	25.71		
10	TAPE, transparent, 24mm	5	roll	12.85		
11	TAPE, transparent, 48mm	5	roll	25.95		
12	RULER, stainless steel, 12 inches	1	roll	50.00		
13	BLADE, cutter/utility knife, 10 pieces per tube	1	tube	17.04		
14	CLIP, backfold, 19mm	5	box	10.02		
15	CLIP, backfold, 25mm	5	box	16.96		
16	CLIP, backfold, 32mm	5	box	29.39		
17	CLIP, backfold, 50mm	5	box	64.44		
18	CORRECTION TAPE, 8 meters	10	piece	13.25		
19	CUTTER/UTILITY KNIFE, for general purpose	2	piece	38.44		
20	DATA FILE BOX (Color Blue with cover)	8	piece	88.78		
21	DATA FILE FOLDER	4	piece	78.93		
22	ENVELOPE, Documentary, A4, 500 pieces per box	1	box	879.06		
23	ENVELOPE, Documentary, legal, 500 pieces per box	1	box	1,127.82		
24	EXPANDED ENVELOPED, Kraft	1	box	1110.00		
25	ERASER, felt, for blackboard/whiteboard	1	piece	14.48		
26	FASTENER, vinyl-coated, non-	5	box	108.83		



	sharp edges, 50 sets per box				
27	FOLDER with tab, A4, 100 pieces per pack color brown	2	pack	410.00	
28	FOLDER with tab, legal, 100 pieces per pack color brown	2	pack	414.00	
29	MARKER, Permanent, Black	5	piece	8.59	
30	MARKER, Permanent, Red	5	piece	8.59	
31	MARKER, Whiteboard, Black	5	piece	11.09	
32	MARKER, Whiteboard, Blue	5	piece	11.09	
33	PAPER CLIP, vinyl/plastic coated, 33mm	5	box	10.14	
34	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	5	box	15.84	
35	PENCIL, lead/graphite, with eraser, 1 dozen per box	1	box	23.90	
36	PENCIL SHARPENER, manual, single cutter head	1	piece	244.80	
37	STAPLER with remover, No.1111	1	piece	250.00	
38	NOTE PAD, stick on, 1.5" 2", 100 sheets per pad	10	pad	68.17	
39	PAPER, MULTICOPY A4, 500 sheets per ream	30	ream	190.49	
40	PAPER, MULTICOPY LEGAL, 500 sheets per ream	30	ream	217.55	
41	PAPER, MULTIPURPOSE A4, 500 sheets per ream	30	ream	158.40	
42	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	30	ream	182.74	
43	PHOTO STICKER PAPER, A4, 20 sheets, 90 gsm	5	pack	98.00	
44	Specialty Worx Paper, Legal, 200 gsm (White)	4	pack	431.50	
45	Specialty Worx Paper, A4, 50, 200 gsm (White)	5	pack	420.50	
46	RECORD BOOK, 300 PAGES	4	book	71.76	
47	Frames for Certificates (A4)	8	piece	195.50	
48	Sticker paper (Matte), long 10s	4	pack	51.75	
49	Sticker paper (satin white 10's) A4	4	pack	92.00	
50	Scissors, 8 inches, Multi-purpose heavy duty	1	piece	69.00	
51	A4 Paper, 80gsm	10	ream	614.20	
52	Legal Paper, 80gsm	10	ream	658.20	
	TOTAL AMOUNT:				

Note: The awarding for this RFQ will be on per-item basis.

Purpose: For Smooth implementation of the RAISE Program

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

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by CMU Bids and Awards Committee.

 Printed Name/ Signature/Date

NICOLE ANGELO P. RICABLANCA
 Canvasser

 Tel. No./ Mobile No./ E-mail
 Address