

Republic of the Philippines  
**MINDANAO STATE UNIVERSITY AT NAAWAN**  
 9023 Naawan, Misamis Oriental  
 Tel/Fax No.: (088) 555 - 0187  
[msunsupply@gmail.com](mailto:msunsupply@gmail.com)

## REQUEST FOR QUOTATION

Date: \_\_\_\_\_

Quotation No. \_\_\_\_\_

Approved Budget for the Contract: **Php** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25,741.60

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the back page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

  
**RYAN N. GOMEZ**  
 Procurement Officer

Item No.	Item and Description	Unit	Qty.	Unit Price	Total Amount
1	Ballpen, black 0.7 , flexStick	pc/s	50	_____	_____
2	Ballpen, black 0.7 , flexStick	pc/s	50	_____	_____
3	Bensia Pencil Refill	pack/s	10	_____	_____
4	Bensia Pensil	pc/s	20	_____	_____
5	Binder Clips (2" Width)	box/es	3	_____	_____
6	Bondpaper, long, groundwood	box/es	3	_____	_____
7	Correction Tape	pc/s	10	_____	_____
8	Envelope, Expandable, Long	pc/s	50	_____	_____
9	Folder, tagboard, A4	pc/s	40	_____	_____
10	Folder, tagboard, long	pc/s	40	_____	_____
11	Laminating Film (216mm x 303mm x 250 mic) - 100 sheet per box	box	1	_____	_____
12	Magazine File Organizer	pc/s	6	_____	_____
13	Marker, Permanent, black	pc/s	10	_____	_____
14	Marker, Permanent, blue	pc/s	10	_____	_____
15	Notebook, 8" x 6", 80 pages	pc/s	40	_____	_____
16	Paper clip, gem type, plastic coated, small	box/es	3	_____	_____
17	Paper clip, gem type, plastic coated, jumbo	box/es	3	_____	_____
18	Paper Folded Towel	pc/s	16	_____	_____
19	PVC Binding Element , PR-11MM-R, A4 size, 21 holes, 160 sheet capacity, 12pcs/box	box/es	5	_____	_____
20	PVC Binding Element , PR-12MM-R, A4 size, 21 holes, 100 sheet capacity, 20pcs/box	box/es	5	_____	_____

21	PVC Binding Element , PR-18MM-R, A4 size, 21 holes, 100 sheet capacity, 20pcs/box	box/es	4	_____	_____
22	Record book, 300 pages	pc/s	20	_____	_____
23	SD Card 32gb	pc/s	3	_____	_____
24	Sign Pen, black	pc/s	10	_____	_____
25	Sign Pen, blue	pc/s	10	_____	_____
26	Specialty board, A4, 200gsm, white	pack/s	5	_____	_____
27	Specialty board, A4, scented	pack/s	5	_____	_____
28	Staple wire, #35mm;leg length 6mm;5000 staples	box/es	4	_____	_____
29	Sticky Notes 0.5" x 2 "	pad/s	4	_____	_____
30	Sticky Notes 3"x2.5"	pad/s	4	_____	_____
31	Storage Rack	pc/s	2	_____	_____
32	Toilet Paper	roll/s	30	_____	_____
33	Wireless Mouse	pc/s	2	_____	_____
34	Whiteboard magnetic buttons	box	1	_____	_____

Purpose / Remarks: **for office supplies of NICER Project-4: Refinement of Culture Production of sandfish  
Holothuria scabra (Jaeger 1833) use. (OFFICE SUPPLIES)**

P. R. # **20-01-014**

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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

PhilGEPS Organization I.D. # : \_\_\_\_\_

\_\_\_\_\_  
 Printed Name / Signature  
 \_\_\_\_\_  
 Tel. No. / Cellphone No.  
 \_\_\_\_\_  
 E-mail Address  
 \_\_\_\_\_  
 Date