

University of the Philippines Visayas

Miagao, Iloilo, Philippines 5023

Supply and Property Services Office

TeleFAX: (033)3159858/3158141

Website: www.upv.edu.ph, Email: spso.upvisayas@up.edu.ph

REQUEST FOR QUOTATION

Date: 2022-07-12

Quotation No.: 2022-6398

Mode of Procurement: SHOP_52.1.B

MPS#: MPS-2022-0672

Please quote as your best offer on the terms/s listed below, subject to the terms and conditions:

- Submit sealed quotations to SPSO Iloilo City or Miagao campus or email to: spso.upvisayas@up.edu.ph
- Indicate company name, address and quotation number on the envelop or in your email subject
- Affix full signature of printed name

Please address to: Emiliza C. Lozada
Chief, SPSO, UP Visayas
Miagao, Iloilo

DEADLINE: 2022-07-19

Emiliza C. Lozada
EMILIZA C. LOZADA
CHIEF, SPSO

No.	Qty	Unit	Item (Descriptions / Specifications)	A B C	Model	Unit Price	TOTAL Price
1111	OVCRE-GIA-2022-05-2						
1	20.00	piece	Brown Envelope A4 _	5.00			
2	40.00	piece	Brown Envelope (long) _	10.00			
3	1.00	piece	Notebook _	100.00			
4	1.00	box	staple wire 35M size	70.00			
5	20.00	piece	Ballpen _	50.00			
6	1.00	piece	White Folder A4 _	4.00			
7	1.00	piece	White Folder Long _	8.00			
8	100.00	piece	Manila Paper _	5.00			
9	5.00	piece	Megabox Megabox 30L Storage Box Clear 19x35x25 inches	500.00			
10	50.00	piece	Cartolina (Assorted Colors) _	10.00			
11	20.00	ream	A4 Bondpaper _	350.00			
12	2.00	piece	Correction Tape _	130.00			
13	5.00	piece	File Holder Wire Mesh 4 - Tier File Frame	360.00			
14	9.00	piece	Permanent Markers (Set of Black, Blue, Green, Red Colors)	60.00			
15	20.00	ream	Special paper A4 size	200.00			
16	1.00	set	Mongol Pencil (No. 2) _	90.00			
17	1.00	set	Eraser (White) Eraser for pencil and ballpen (Small)	50.00			
18	1.00	piece	Stapler with staple remover 35M size	150.00			

assigned to: Jody Mae Franchiz Abrot

Our Terms and Conditions

1. DELIVERY PERIOD 5-10 WD UPON RECEIPT OF PO
2. PLACE OF DELIVERY UPV-SPSO ILOILO CAMPUS
3. PRICE VALIDITY 20 DAYS
4. FREE WARRANTY OF 1 year
5. PAYMENT TERMS 30 DAYS

After having carefully read and accepted your terms and conditions, I/we quote you on the item/s at prices noted above.

FAXed:

Date: _____ Time: _____

Personally Distributed:

Received by: _____
Signature over Printed Name

Date

Signature over Printed Name

Contact: Tel#, Cell# or email address

Date

PhilGEPS: Reference # _____ Date _____

<https://intranet.upv.edu.ph/eProcure/system/preprfq.php>