



Republic of the Philippines
SURIGAO DEL SUR STATE UNIVERSITY
Rosario, Tandag, Surigao del Sur
Tel. no.: 086-214-2744
E-mail: sdssu_bac@yahoo.com

Bids and Awards Committee on Goods

REQUEST FOR QUOTATION (RFQ)

“Supply and Delivery of Office Supplies (Cantilan Campus)”

RFQ No: 017

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Ninety Three Thousand Three Hundred Thirteen Pesos & 30/100 (P 93,313.30)* being the approved Budget for the Contract (ABC) to payments for the “**Supply and Delivery of Office Supplies (Cantilan Campus)**” for which this Request for Quotation is issued.
2. The SDSSU, herein after referred to as “the Purchaser” now request you to submit price quotation for the supply and delivery of the following:

Item No.	Description		Qty.	Unit
	Supply and Delivery of Office Supplies			
1	Correction Pen		80	Pcs
2	Class record (college)		120	Pcs
3	Bond Paper Short -sub 20 (US)		50	Reams
4	Bond paper Long-sub 20 (US)		150	Reams
5	Bond paper Short -Sub 16 (ord)		50	Reams
6	Bond Paper Long -sb 16 (ord)		50	Reams
7	Sign Pen G-tech (black)		6	Doz
8	Sign Pne G-Tech (blue)		6	Doz
9	Sign Pen G-Tech (red)		6	Doz
10	G-Tech - C-4 (refill, red)		10	Doz
11	G-Tech -C-4 (refill, blue)		3	Doz
12	G-Tech - C-4 (refill, black)		1	Doz
13	Wyteboard Marker Ink Black		3	Doz
14	Wyteboard Marker Ink Red		1	Doz
15	Wyteboard Marker Ink Blue		1	Doz
16	Pencil Mongol 2		6	Doz
17	Ballpen (Black)		10	Doz
18	Ballpen (Blue)		6	Doz

19	Ballpen (Red)		6	Doz
20	Neon Paper		5	Reams
21	Battery Calculator		20	Pcs
22	EDP Folder Long		20	Pcs
23	Correction Tape		100	Pcs
24	Stabelo Assorted Color		6	Pcs
25	Paper Clip Jumbo		30	Box
26	Glue, 130g		50	Jars
27	Tabbing Letters		20	Boxes
28	Stamping Pad		5	Pcs
29	Toilet Bowl Cleaner		50	Btls
30	Brown Envelope Short		5	Reams
31	Linen Paper Short		10	Packs
32	Linen Paper Long		10	Packs
33	Sliding Folder (plastic, long)		10	Doz
34	Sliding Folder (plastic , short)		10	Doz
35	Paper Fastener Plastic		10	Boxes
36	Bond Paper A4-subs. 20		50	Reams
37	Photo Paper Gloosy		10	Packs
38	Record Book 300 pages		50	pcs

3. All items listed under the purchasers specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements will result to rejection.
4. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations-A (IRR-A) of Republic Act 9184.
5. It is the intent of the Purchaser to evaluate the quotation for each item separately, and award will be made to the quotation or combination of quotations resulting in the overall lowest cost. Quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation (s) meeting purchaser's technical specifications.
6. Quotations must be delivered at the BAC Office of Surigao del Sur State University, Cantilan Campus, Cantilan, Surigao del Sur not later than 10:00 AM of **October 13, 2016**.
7. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.
8. All quotations must be typewritten and must be placed in sealed envelope marked **"Supply and Delivery of Office Supplies (Cantilan Campus) (RFQ No. 016)."**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP).
11. DELIVERY SITE: Surigao del Sur State University (SDSSU)-Cantilan Campus, Cantilan, Surigao del Sur.

12. The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.
13. The SDSSU reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
14. The prospective bidder shall submit the following:
 - a. Quotation Form
 - b. Technical Specification
 - c. Certificate of PHIL-GEPS Registration

Sgd. FLORIIFE O. URBIZTONDO
BAC CHAIRMAN



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E-mail: sdssu_bac@yahoo.com

QUOTATION FORM

Date: _____

RFQ No. 017

The Chairman

The Bids and Award Committee on Goods

SDSSU-Main Campus

- 1) Having examined the subject Request for Quotation including the Technical Specifications, we, the undersigned offer to supply and deliver the following items (with our unit price and total)

Item No.	Description	Qty.	Unit	Unit Price	Total
	Supply and Delivery of Office Supplies				
1	Correction Pen	80	Pcs		
2	Class record (college)	120	Pcs		
3	Bond Paper Short -sub 20 (US)	50	Reams		
4	Bond paper Long-sub 20 (US)	150	Reams		
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12	G-Tech - C-4 (refill, black)	1	Doz		
13	Wyteboard Marker Ink Black	3	Doz		
14	Wyteboard Marker Ink Red	1	Doz		
15	Wyteboard Marker Ink Blue	1	Doz		
16	Pencil Mongol 2	6	Doz		
17	Ballpen (Black)	10	Doz		
18	Ballpen (Blue)	6	Doz		
19	Ballpen (Red)	6	Doz		
20	Neon Paper	5	Reams		
21	Battery Calculator	20	Pcs		

22	EDP Folder Long		20	Pcs		
23	Correction Tape		100	Pcs		
24	Stabelo Assorted Color		6	Pcs		
25	Paper Clip Jumbo		30	Box		
26	Glue, 130g		50	Jars		
27	Tabbing Letters		20	Boxes		
28	Stamping Pad		5	Pcs		
29	Toilet Bowl Cleaner		50	Btls		
30	Brown Envelope Short		5	Reams		
31	Linen Paper Short		10	Packs		
32	Linen Paper Long		10	Packs		
33	Sliding Folder (plastic, long)		10	Doz		
34	Sliding Folder (plastic , short)		10	Doz		
35	Paper Fastener Plastic		10	Boxes		
36	Bond Paper A4-subs. 20		50	Reams		
37	Photo Paper Gloosy		10	Packs		
38	Record Book 300 pages		50	pcs		

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the *fifteen (15)* days delivery period.
- 3) We agree to abide by this Quotation/Bid for a period of *sixty (60)* days after the dated deadline of submission specified in your RFQ.
- 4) We understand that payment for items delivered will be made to the winning supplier within thirty (30) days after inspection and acceptance of goods delivered.

Company Name: _____

Address: _____

Signature over Printed Name: _____



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TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Correction Pen	
Class record (college)	
Bond Paper Short -sub 20 (US)	
Bond paper Long-sub 20 (US)	
Bond paper Short -Sub 16 (ord)	
Bond Paper Long -sb 16 (ord)	
Sign Pen G-tech (black)	
Sign Pne G-Tech (blue)	
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Wyteboard Marker Ink Black	
Wyteboard Marker Ink Red	
Wyteboard Marker Ink Blue	
Pencil Mongol 2	
Ballpen (Black)	
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Battery Calculator	
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Correction Tape	
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Glue, 130g	
Tabbing Letters	
Stamping Pad	
Toilet Bowl Cleaner	
Brown Envelope Short	
Linen Paper Short	
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Sliding Folder (plastic, long)	
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