



Republic of the Philippines
SURIGAO DEL SUR STATE UNIVERSITY
Rosario, Tandag, Surigao del Sur
Tel. no.: 086-214-2744
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Bids and Awards Committee on Goods

REQUEST FOR QUOTATION (RFQ)

“Supply and Delivery of Office Supplies of SDSSU- Cantilan Campus”

RFQ No: 016

1. The Surigao del Sur State University (SDSSU) - Cantilan Campus, through the Special Trust Fund intends to apply the sum of *Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos Only (P 213,815.00)* being the approved Budget for the Contract (ABC) to payments for the “**Supply and Delivery of Office Supplies of SDSSU- 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 of SDSSU- Cantilan Campus		
1	Ballpen (black)	166	Pcs
2	Ballpen (Blue)	88	Pcs
3	Ballpen (red)	35	Pcs
4	Battery Triple A (ordinary)	8	Sets
5	Bond Paper US A4	25	Reams
6	Bond Paper US-short letter	69	Reams
7	Book (class record)	64	Pcs
8	Book (lesson Plan)	10	Pcs
9	Book (Notebook)	14	Pcs
10	Book (record book 100 pages)	30	Pcs
11	Canon Ink (2 black, 1-cyan, 1-magenta & 1- yellow)	5	Bottle
12	Card Reader	30	Pcs
13	Chalk	14	Boxes
14	Clip (binder clip)	22	Boxes
15	Colored Paper	6	Sets
16	Compact Disk (blank)	12	Pcs
17	Correction Fluid (white ink)	35	Pcs
18	Correction Pen (white)	40	Pcs

19	Correction tape	35	Pcs
20	Drive (USB drive 16gb)	20	Pcs
21	Epson ink (4 black,2 cyan, 2 yellow, 2 magenta)	10	Bots
22	Eraser (blackboard)	16	Pcs
23	Eraser (liquid)	13	Pcs
24	Eraser (whiteboard)	24	Pcs
25	Expanded Folder (long)	35	Pcs
26	Filing Box (mega)	60	Pcs
27	Filing Folder (EDP)	13	Pcs
28	Folder (long), cardboard	35	Pcs
29	Folder (short) cardboard	35	Pcs
30	Folder (long)	50	Pcs
31	Folder (rack)	2	Pcs
32	Folder (Short)	46	Pcs
33	Folder Sliding Long	8	Reams
34	Folder Sliding Short	7	Reams
35	Folder White Long	8	Reams
36	Folder White Long Expanded	4	Reams
37	Folder White Short	2	Reams
38	Graphing White Board	5	Pcs
39	Glue (big)	60	Bots
40	Glue Stick	41	Pcs
41	Hard Folder EDP-Long	30	Pcs
42	HP Ink cartridge 704 (colored & black)	3	Sets
43	Ink (refill for canon printer) black 100ml	10	Bots
44	Ink (refill for canon printer)cyan 100ml	5	Bots
45	Ink (refill for canon printer) magenta 100ml	4	Bots
46	Ink (Refill for canon printer) yellow 100ml	4	Bots.
47	Ink Stamp pad	3	Pcs
48	Lapel	2	Pcs
49	Long Clear Book	3	Pc
50	Map Pins	5	Boxes
51	Memory Card Reader	8	Pcs
52	Neon paper assorted color	1	Ream
53	Ordinary Mailing Envelope (long)	30	Pcs
54	Paper (linen) short	20	Packs
55	Paper (neon)long	10	Packs
56	Paper (photo)	12	Packs
57	Paper Clips (plastic) small	6	Boxes
58	Pentel Pen (black)	69	Pcs

59	Pentel Pen (red)	30	Pcs
60	Puncher	25	Pcs
61	Re-writable (CD-RW)	3	Pcs
62	Ring Binder (5 pcs ¼, 10 pcs ½, 10 pcs ¾, 10 pcs 1	35	Pcs
63	Scissors	16	Pcs
64	Scotch Tape Big	30	Rolls
65	Short Clear Book	3	Pcs
66	Sign Pen (Black)	95	Pcs
67	Sign Pen (blue)	65	Pcs
68	Sign Pen (Red)	95	Pcs
69	Sign Pen (black) Refill	95	Pcs
70	Sign Pen (blue) Refill	65	Pcs
71	Sign Pen (Red) Refill	95	Pcs
72	Speaker (USB Type)	6	Pcs
73	Spray (Mosquito)	6	Pcs
74	Staple Remover	11	Pcs
75	Stapler (small) # 10	2	Pcs
76	Stapler Big, #35	14	Pcs
77	Stickers (for labelling)	5	Pcs
78	Masking Tape 2"	16	Rolls
78	Packing 2"	15	Rolls
79	Thumbtacks	7	Boxes
80	Toilet paper (1 pack/12 rolls)	4	Pack
81	Transparent Envelope (long)	30	Pcs
82	USb Flash drive (32 gb)	35	Pcs
83	Valiant Record	3	Pcs
84	Whiteboard Ink (Refill black)	41	Pcs
85	Whiteboard Ink (Refill blue)	41	Pcs
86	Whiteboard Ink (Refill red)	6	Pcs
87	Whiteboard Marker (black)	95	Pcs
88	Whiteboard Marker (Red)	95	pcs

3. A set of technical specifications for the above items are provided in Attachment 1. 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 *March 27, 2017*.
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 of SDSSU- 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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SURIGAO DEL SUR STATE UNIVERSITY

Rosario, Tandag, Surigao del Sur

Tel. no.: 086-214-2744

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QUOTATION FORM

Date: _____

RFQ No. 016

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 of SDSSU- Cantilan Campus				
1	Ballpen (black)	166	Pcs		
2	Ballpen (Blue)	88	Pcs		
3	Ballpen (red)	35	Pcs		
4	Battery Triple A (ordinary)	8	Sets		
5	Bond Paper US A4	25	Reams		
6	Bond Paper US-short letter	69	Reams		
7	Book (class record)	64	Pcs		
8	Book (lesson Plan)	10	Pcs		
9	Book (Notebook)	14	Pcs		
10	Book (record book 100 pages)	30	Pcs		
11	Canon Ink (2 black, 1-cyan, 1-magenta & 1-yellow)	5	Bottle		
12	Card Reader	30	Pcs		
13	Chalk	14	Boxes		
14	Clip (binder clip)	22	Boxes		
15	Colored Paper	6	Sets		
16	Compact Disk (blank)	12	Pcs		
17	Correction Fluid (white ink)	35	Pcs		
18	Correction Pen (white)	40	Pcs		
19	Correction tape	35	Pcs		
20	Drive (USB drive 16gb)	20	Pcs		

21	Epson ink (4 black,2 cyan, 2 yellow, 2 magenta)	10	Bots		
22	Eraser (blackboard)	16	Pcs		
23	Eraser (liquid)	13	Pcs		
24	Eraser (whiteboard)	24	Pcs		
25	Expanded Folder (long)	35	Pcs		
26	Filing Box (mega)	60	Pcs		
27	Filing Folder (EDP)	13	Pcs		
28	Folder (long), cardboard	35	Pcs		
29	Folder (short) cardboard	35	Pcs		
30	Folder (long)	50	Pcs		
31	Folder (rack)	2	Pcs		
32	Folder (Short)	46	Pcs		
33	Folder Sliding Long	8	Reams		
34	Folder Sliding Short	7	Reams		
35	Folder White Long	8	Reams		
36	Folder White Long Expanded	4	Reams		
37	Folder White Short	2	Reams		
38	Graphing White Board	5	Pcs		
39	Glue (big)	60	Bots		
40	Glue Stick	41	Pcs		
41	Hard Folder EDP-Long	30	Pcs		
42	HP Ink cartridge 704 (colored & black)	3	Sets		
43	Ink (refill for canon printer) black 100ml	10	Bots		
44	Ink (refill for canon printer)cyan 100ml	5	Bots		
45	Ink (refill for canon printer) magenta 100ml	4	Bots		
46	Ink (Refill for canon printer) yellow 100ml	4	Bots.		
47	Ink Stamp pad	3	Pcs		
48	Lapel	2	Pcs		
49	Long Clear Book	3	Pc		
50	Map Pins	5	Boxes		
51	Memory Card Reader	8	Pcs		
52	Neon paper assorted color	1	Ream		
53	Ordinary Mailing Envelope (long)	30	Pcs		
54	Paper (linen) short	20	Packs		

55	Paper (neon)long	10	Packs		
56	Paper (photo)	12	Packs		
57	Paper Clips (plastic) small	6	Boxes		
58	Pentel Pen (black)	69	Pcs		
59	Pentel Pen (red)	30	Pcs		
60	Puncher	25	Pcs		
61	Re-writable (CD-RW)	3	Pcs		
62	Ring Binder (5 pcs $\frac{1}{4}$, 10 pcs $\frac{1}{2}$, 10 pcs $\frac{3}{4}$, 10 pcs 1)	35	Pcs		
63	Scissors	16	Pcs		
64	Scotch Tape Big	30	Rolls		
65	Short Clear Book	3	Pcs		
66	Sign Pen (Black)	95	Pcs		
67	Sign Pen (blue)	65	Pcs		
68	Sign Pen (Red)	95	Pcs		
69	Sign Pen (black) Refill	95	Pcs		
70	Sign Pen (blue) Refill	65	Pcs		
71	Sign Pen (Red) Refill	95	Pcs		
72	Speaker (USB Type)	6	Pcs		
73	Spray (Mosquito)	6	Pcs		
74	Staple Remover	11	Pcs		
75	Stapler (small) # 10	2	Pcs		
76	Stapler Big, #35	14	Pcs		
77	Stickers (for labelling)	5	Pcs		
78	Masking Tape 2"	16	Rolls		
78	Packing 2"	15	Rolls		
79	Thumbtacks	7	Boxes		
80	Toilet paper (1 pack/12 rolls)	4	Pack		
81	Transparent Envelope (long)	30	Pcs		
82	USb Flash drive (32 gb)	35	Pcs		
83	Valiant Record	3	Pcs		
84	Whiteboard Ink (Refill black)	41	Pcs		
85	Whiteboard Ink (Refill blue)	41	Pcs		
86	Whiteboard Ink (Refill red)	6	Pcs		
87	Whiteboard Marker (black)	95	Pcs		
88	Whiteboard Marker (Red)	95	pcs		
	Total				

- 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")
Supply and Delivery of Office Supplies of SDSSU- Cantilan Campus	
Supply and Delivery of Office Supplies of SDSSU- Cantilan Campus	
Ballpen (black)	
Ballpen (Blue)	
Ballpen (red)	
Battery Triple A (ordinary)	
Bond Paper US A4	
Bond Paper US-short letter	
Book (class record)	
Book (lesson Plan)	
Book (Notebook)	
Book (record book 100 pages)	
Canon Ink (2 black, 1-cyan, 1-magenta & 1- yellow)	
Card Reader	
Chalk	
Clip (binder clip)	
Colored Paper	
Compact Disk (blank)	
Correction Fluid (white ink)	
Correction Pen (white)	
Correction tape	
Drive (USB drive 16gb)	
Epson ink (4 black,2 cyan, 2 yellow, 2 magenta)	
Eraser (blackboard)	
Eraser (liquid)	
Eraser (whiteboard)	
Expanded Folder (long)	
Filing Box (mega)	

Filing Folder (EDP)	
Folder (long), cardboard	
Folder (short) cardboard	
Folder (long)	
Folder (rack)	
Folder (Short)	
Folder Sliding Long	
Folder Sliding Short	
Folder White Long	
Folder White Long Expanded	
Folder White Short	
Graphing White Board	
Glue (big)	
Glue Stick	
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Ink (refill for canon printer) magenta 100ml	
Ink (Refill for canon printer) yellow 100ml	
Ink Stamp pad	
Lapel	
Long Clear Book	
Map Pins	
Memory Card Reader	
Neon paper assorted color	
Ordinary Mailing Envelope (long)	
Paper (linen) short	
Paper (neon)long	
Paper (photo)	
Paper Clips (plastic) small	
Pentel Pen (black)	
Pentel Pen (red)	
Puncher	
Re-writable (CD-RW)	
Ring Binder (5 pcs $\frac{1}{4}$, 10 pcs $\frac{1}{2}$, 10 pcs $\frac{3}{4}$, 10 pcs 1	
Scissors	
Scotch Tape Big	
Short Clear Book	

Sign Pen (Black)	
Sign Pen (blue)	
Sign Pen (Red)	
Sign Pen (black) Refill	
Sign Pen (blue) Refill	
Sign Pen (Red) Refill	
Speaker (USB Type)	
Spray (Mosquito)	
Staple Remover	
Stapler (small) # 10	
Stapler Big, #35	
Stickers (for labelling)	
Masking Tape 2"	
Packing 2"	
Thumbtacks	
Toilet paper (1 pack/12 rolls)	
Transparent Envelope (long)	
USb Flash drive (32 gb)	
Valiant Record	
Whiteboard Ink (Refill black)	
Whiteboard Ink (Refill blue)	
Whiteboard Ink (Refill red)	
Whiteboard Marker (black)	
Whiteboard Marker (Red)	