



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](mailto:sdssu_bac@yahoo.com)

Bids and Awards Committee on Goods

**REQUEST FOR QUOTATION (RFQ)**

**“Supply and Delivery of Office Supplies”**

RFQ No: 121

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the GAA intends to apply the sum *Seventy Two Thousand Eight Hundred Sixty Five Pesos and 37/100 (72,865.37)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Office Supplies”** 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
	<b>Office Supplies</b>		
1	Albatros	5	pcs
2	Ballpen, Black	85	pcs
3	Ballpen, Blue	10	pcs
4	Ballpen, Red	10	pcs
5	Bondpaper, sub.20, short	90	ream
6	Clip Backfold, 19mm	2	boxes
7	Clip Backfold, 25mm	2	boxes
8	Clip Backfold, 32mm	2	boxes
9	Correction Pen	2	pcs
10	Class Record	21	pcs
11	Clear Folder, Long	35	pcs
12	Clear Folder, Short (Blue/Yellow)	15	pcs
13	Cartolina (Green,Yellow,Orange,Pink-7 pcs each)	35	pcs
14	Cutter Knife, heavy duty	1	pc.
15	Correction Tape	32	pcs

16	Correction Fluid	19	bots.
17	Detergent Powder, 1000ml	3	pack
18	Dishwashing Liquid, 500ml	2	bots.
19	Disinfectant Powder (for tiles)	3	pcs
20	Double Sided Tape 1"	12	rolls
21	Eraser (Board)	12	pcs
22	Eraser, Rubber	2	pcs
23	Expanded Folder, long	110	pcs
24	Expanded Envelope, long	1	box
25	Paper Fastener	2	boxes
26	Fax Paper (210mmx30m)	5	rolls
27	Feather Duster	1	pc.
28	Filling Box, double with cover	19	pcs
29	Folder, Long, white (per box)	1	box
30	Folder, Long, white (per piece)	5	pcs
31	Folder Short, white	5	pcs
32	Floormat	2	meters
33	Lesson Plan	2	pcs
34	Mop Bucket,heavy duty, hard plastic, min:370mm (1L) 475 (W) 245mm(H); 30L capacity w/ 4 wheel ball caster, w/squeezer	1	pc.
35	Mop Head, 100% rayon 400g	1	pc.
36	Notepad, 2"x3'	2	pads
37	Notepad, 3"x3", sticky notes	10	pads
38	Paper Clip, Small	2	boxes
39	Paper Clip, Jumbo	25	boxes
40	Permanent Marker, Black, Broad	15	pcs
41	Photopaper, Glossy	5	packs
42	Puncher, Big	12	pcs
43	Rechargeable Battery (AA, 1.5V) w/ battery charger	2	pcs
44	Refill Ink, Permanent Marker (black)	2	bots.
45	Ruler 12"	3	pcs

46	Sign pen, Black	130	pcs
47	Sign pen, Blue	16	pcs
48	Staple Wire # 35	67	boxes
49	Stapler # 35 with remover	16	pcs
50	Spiral Spring 1.5"	10	pcs
51	Spiral Spring 2"	6	pcs
52	Tape, Transparent 2"	2	rolls
53	Tape, Masking 48mm	1	roll
54	Tape, Packaging 48mm	1	roll
55	Toilet Bowl Cleaner	1	bot.
56	Thumbtacks	4	boxes
57	Trashcan, Big	1	pc.
58	Whiteboard Marker, Black (Refillable)	101	pcs
59	Whiteboard Marker, Blue (Refillable)	1	pc.
60	Whiteboard Marker, Red (Refillable)	8	pcs
61	Whiteboard, Refill Ink (Black)	81	bots.
62	Wall Clock	1	pc.

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, Main Campus, Rosario Tandag City, Surigao del Sur not later than *10:00 AM of April 3, 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 (RFQ No. 121)."**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.

10. The delivery period shall be within thirty (30) calendar days from receipt of the Notice to Proceed (NTP).
11. DELIVERY SITE: Surigao del Sur State University (SDSSU), Main Campus, Tandag City, 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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*Rosario, Tandag, Surigao del Sur*

*Tel. no.: 086-214-2744*

*E-mail: sdssu\_bac@yahoo.com*

**QUOTATION FORM**

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

RFQ No. 121

**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)

<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
	<b>Office Supplies</b>				
1	Albatros	5	pcs		
2	Ballpen, Black	85	pcs		
3	Ballpen, Blue	10	pcs		
4	Ballpen, Red	10	pcs		
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9	Correction Pen	2	pcs		
10	Class Record	21	pcs		
11	Clear Folder, Long	35	pcs		
12	Clear Folder, Short (Blue/Yellow)	15	pcs		
13	Cartolina (Green, Yellow, Orange, Pink- 7 pcs each)	35	pcs		
14	Cutter Knife, heavy duty	1	pc.		
15	Correction Tape	32	pcs		
16	Correction Fluid	19	bots.		
17	Detergent Powder, 1000ml	3	pack		
18	Dishwashing Liquid, 500ml	2	bots.		
19	Disinfectant Powder (for tiles)	3	pcs		
20	Double Sided Tape 1"	12	rolls		

21	Eraser (Board)	12	pcs		
22	Eraser, Rubber	2	pcs		
23	Expanded Folder, long	110	pcs		
24	Expanded Envelope, long	1	box		
25	Paper Fastener	2	boxes		
26	Fax Paper (210mmx30m)	5	rolls		
27	Feather Duster	1	pc.		
28	Filling Box, double with cover	19	pcs		
29	Folder, Long, white (per box)	1	box		
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35	Mop Head, 100% rayon 400g	1	pc.		
36	Notepad, 2"x3'	2	pads		
37	Notepad, 3"x3", sticky notes	10	pads		
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52	Tape, Transparent 2"	2	rolls		
53	Tape, Masking 48mm	1	roll		
54	Tape, Packaging 48mm	1	roll		

55	Toilet Bowl Cleaner	1	bot.		
56	Thumbtacks	4	boxes		
57	Trashcan, Big	1	pc.		
58	Whiteboard Marker, Black (Refillable)	101	pcs		
59	Whiteboard Marker, Blue (Refillable)	1	pc.		
60	Whiteboard Marker, Red (Refillable)	8	pcs		
61	Whiteboard, Refill Ink (Black)	81	bots.		
62	Wall Clock	1	pc.		

- 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")
<b>Office Supplies</b>	
Albatros	
Ballpen, Black	
Ballpen, Blue	
Ballpen, Red	
Bondpaper, sub.20, short	
Clip Backfold, 19mm	
Clip Backfold, 25mm	
Clip Backfold, 32mm	
Correction Pen	
Class Record	
Clear Folder, Long	
Clear Folder, Short (Blue/Yellow)	
Cartolina (Green, Yellow, Orange, Pink-7 pcs each)	
Cutter Knife, heavy duty	
Correction Tape	
Correction Fluid	
Detergent Powder, 1000ml	
Dishwashing Liquid, 500ml	
Disinfectant Powder (for tiles)	
Double Sided Tape 1"	
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Expanded Folder, long	
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Lesson Plan	
Mop Bucket, heavy duty, hard plastic, min:370mm (1L) 475 (W) 245mm(H); 30L capacity w/ 4 wheel ball caster, w/squeezer	



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Notepad, 3"x3", sticky notes	
Paper Clip, Small	
Paper Clip, Jumbo	
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Photopaper, Glossy	
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Sign pen, Black	
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Stapler # 35 with remover	
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Spiral Spring 2"	
Tape, Transparent 2"	
Tape, Masking 48mm	
Tape, Packaging 48mm	
Toilet Bowl Cleaner	
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Whiteboard Marker, Black (Refillable)	
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Whiteboard, Refill Ink (Black)	
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