



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: 13

1. The Surigao del Sur State University (SDSSU) – Cantilan Campus, through the Special Trust Fund intends to apply the sum of *Two Hundred Ninety Two Thousand Seven Hundred Forty Eight Pesos Only (P 292,748.00)* 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
1	Acetate A4	8	Reams
2	Arch File Folder	25	Pcs
3	Ballpen (Black, blue and Red)	40	Pcs
4	Binder Clip 1 ¼” 32 mm	2	Box
5	Binder Clip 2” 51 mm	2	Box
6	Bond Paper Long	80	ream
7	Bond Paper Short	80	Reams
8	Bond Paper Ordinary Short	63	Ream
9	Bond Paper Ordinary (sub 18)	30	Ream
10	Brooms	4	Pcs
11	Brown Envelope Short	4	Reams
12	Calculator-	5	Units
13	Caron Paper Long-Club	6	Box
14	Cellophane tape (big)	2	Pcs
15	Computer Ribbons -LQ	16	Doz
16	Correction tape	50	Pcs
17	Cutter	2	Pcs
18	Detergent Powder	10	Doz
19	Dishwashing liquid	12	Bottle
20	Document Boxes file double with cover	10	Box

21	Double Adhesive, tape 2"	4	Roll
22	Fabric Conditioner	8	Pcs
23	Battery AA, 4 pcs/pack	6	Sets
24	Battery 9 volts	36	Pcs
25	Envelope, Long, brown, 100/box	50	Pcs.
26	Epson Computer Ink (blue, black, yellow and red)	6	Bot
27	Correction Pen	4	Pcs
28	Fastener	21	Box
29	Filing box	6	Pcs
30	Folder, short, white, 100/box	6	Reams
31	Container (empty for Drinking Water)	40	Container
32	Ink (black, blue, yellow, red) permanent	1	Pcs
33	Ink Epson bot. (B.C. M.Y.)	11	Sets
34	Ink, Refill, Epson. L100,L120,L210,L300	16	bot
35	Ink refill, for marking pen, black	2	Bottle
36	Linen Board A4	26	Pcs
37	Liquid Eraser	2	Pcs
38	Logbook 500's	11	Pcs
39	Mailing Envelope, long white, (500/box)	4	Box
40	Map Pins	2	Box
41	Monggol Pencil #2	7	Doz
42	Mosquito killer spray baygon	6	Bot
43	Multi Purpose paper	2	Ream
44	Neon Paper Long Assorted color	2	Reams
45	Notarial Seal no. 23 (10 packs/box) 40 pcs	50	Box
46	Packing Tape (big)	2	Rolls
47	Pail for CR	1	Pc
48	Parchment Paper 10 pcs/pad	1000	Pad
49	Post Pins	7	Box
40	Powder Soap	1	Doz
41	Printer Ink, Epson I liter (M,G,Y,B)	10	Sets
42	Ribbon Typewriter	12	Pcs
43	Ring Binder 1"	2	Pcs
44	Rubber Band	6	Box
45	Scissor	1	Pc
46	Scotch Tape 1"	10	Pcs
47	Shoe Lace	30	Pcs
48	StampPad Ink	3	Box
49	Staple Wire # 10 big	2	Box
50	Stick Glue	4	Pcs

51	Sticker Pad	2	Pad
52	Surf	6	Pcs
53	Tabbings	13	Box
54	Tissue	10	Pcs
55	Toner LPB Canon 2900	24	Pcs
55	Tuff	2	Bot.
56	Typewriter Ribbon	1	Doz
57	USB 8gb/32 gb	3	Pcs
58	Vinyl Sticker Paper	2	Set
59	Window Cleaner spray and wiper	5	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, 2018*.
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. 13)."**
9. Quotations shall be valid for fifteen (15) 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)-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, DPA**  
*BAC CHAIRMAN*



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*Rosario, Tandag, Surigao del Sur*

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**QUOTATION FORM**

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

RFQ No. 12

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>
1	Acetate A4	8	Reams		
2	Arch File Folder	25	Pcs		
3	Ballpen (Black, blue and Red)	40	Pcs		
4	Binder Clip 1 ¼" 32 mm	2	Box		
5	Binder Clip 2" 51 mm	2	Box		
6	Bond Paper Long	80	ream		
7	Bond Paper Short	80	Reams		
8	Bond Paper Ordinary Short	63	Ream		
9	Bond Paper Ordinary (sub 18)	30	Ream		
10	Brooms	4	Pcs		
11	Brown Envelope Short	4	Reams		
12	Calculator-	5	Units		
13	Caron Paper Long-Club	6	Box		
14	Cellophane tape (big)	2	Pcs		
15	Computer Ribbons -LQ	16	Doz		
16	Correction tape	50	Pcs		
17	Cutter	2	Pcs		
18	Detergent Powder	10	Doz		
19	Dishwashing liquid	12	Bottle		
20	Document Boxes file double with cover	10	Box		
21	Double Adhesive, tape 2"	4	Roll		
22	Fabric Conditioner	8	Pcs		
23	Battery AA, 4 pcs/pack	6	Sets		

24	Battery 9 volts	36	Pcs		
25	Envelope, Long, brown, 100/box	50	Pcs.		
26	Epson Computer Ink (blue, black, yellow and red)	6	Bot		
27	Correction Pen	4	Pcs		
28	Fastener	21	Box		
29	Filing box	6	Pcs		
30	Folder, short, white, 100/box	6	Reams		
31	Container (empty for Drinking Water)	40	Container		
32	Ink (black, blue, yellow, red) permanent	1	Pcs		
33	Ink Epson bot. (B.C. M.Y.)	11	Sets		
34	Ink, Refill, Epson. L100,L120,L210,L300	16	bot		
35	Ink refill, for marking pen, black	2	Bottle		
36	Linen Board A4	26	Pcs		
37	Liquid Eraser	2	Pcs		
38	Logbook 500's	11	Pcs		
39	Mailing Envelope, long white, (500/box)	4	Box		
40	Map Pins	2	Box		
41	Monggol Pencil #2	7	Doz		
42	Mosquito killer spray baygon	6	Bot		
43	Multi Purpose paper	2	Ream		
44	Neon Paper Long Assorted color	2	Reams		
45	Notarial Seal no. 23 (10 packs/box) 40 pcs	50	Box		
46	Packing Tape (big)	2	Rolls		
47	Pail for CR	1	Pc		
48	Parchment Paper 10 pcs/pad	1000	Pad		
49	Post Pins	7	Box		
40	Powder Soap	1	Doz		
41	Printer Ink, Epson I liter (M,G,Y,B)	10	Sets		
42	Ribbon Typewriter	12	Pcs		
43	Ring Binder 1"	2	Pcs		
44	Rubber Band	6	Box		
45	Scissor	1	Pc		
46	Scotch Tape 1"	10	Pcs		
47	Shoe Lace	30	Pcs		
48	StampPad Ink	3	Box		
49	Staple Wire # 10 big	2	Box		

50	Stick Glue	4	Pcs		
51	Sticker Pad	2	Pad		
52	Surf	6	Pcs		
53	Tabbings	13	Box		
54	Tissue	10	Pcs		
55	Toner LPB Canon 2900	24	Pcs		
55	Tuff	2	Bot.		
56	Typewriter Ribbon	1	Doz		
57	USB 8gb/32 gb	3	Pcs		
58	Vinyl Sticker Paper	2	Set		
59	Window Cleaner spry and wiper	5	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: \_\_\_\_\_  
Contact No: \_\_\_\_\_

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Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Acetate A4	
Arch File Folder	
Ballpen (Black, blue and Red)	
Binder Clip 1 ¼" 32 mm	
Binder Clip 2" 51 mm	
Bond Paper Long	

Bond Paper Short	
Bond Paper Ordinary Short	
Bond Paper Ordinary (sub 18)	
Brooms	
Brown Envelope Short	
Calculator-	
Caron Paper Long-Club	
Cellophane tape (big)	
Computer Ribbons -LQ	
Correction tape	
Cutter	
Detergent Powder	
Dishwashing liquid	
Document Boxes file double with cover	
Double Adhesive, tape 2"	
Fabric Conditioner	
Battery AA, 4 pcs/pack	
Battery 9 volts	
Envelope, Long, brown, 100/box	
Epson Computer Ink (blue, black, yellow and red)	
Correction Pen	
Fastener	
Filing box	
Folder, short, white, 100/box	
Container (empty for Drinking Water)	
Ink (black, blue, yellow, red) permanent	
Ink Epson bot. (B.C. M.Y.)	
Ink, Refill, Epson. L100,L120,L210,L300	
Ink refill, for marking pen, black	
Linen Board A4	
Liquid Eraser	
Logbook 500's	
Mailing Envelope, long white, (500/box)	
Map Pins	
Monggol Pencil #2	
Mosquito killer spray baygon	
Multi Purpose paper	



Neon Paper Long Assorted color	
Notarial Seal no. 23 (10 packs/box) 40 pcs	
Packing Tape (big)	
Pail for CR	
Parchment Paper 10 pcs/pad	
Post Pins	
Powder Soap	
Printer Ink, Epson I liter (M,G,Y,B)	
Ribbon Typewriter	
Ring Binder 1"	
Rubber Band	
Scissor	
Scotch Tape 1"	
Shoe Lace	
StampPad Ink	
Staple Wire # 10 big	
Stick Glue	
Sticker Pad	
Surf	
Tabbings	
Tissue	
Toner LPB Canon 2900	
Tuff	
Typewriter Ribbon	
USB 8gb/32 gb	
Vinyl Sticker Paper	
Window Cleaner spry and wiper	