



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”

RFQ No: 152

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the GAA intends to apply the sum of *Seventy Three Thousand Five Hundred Forty Four Pesos Only (P 73,544.00)* 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
	Office Supplies	1 lot	
1	Air Freshner, Spray 300ml	18	Bots
2	Albatros	10	Pcs
3	Ballpen, Black	5	pcs
4	Bath Soap, 135g (family size)	1	Pc
5	Bondpaper, Short, sub.20	80	Ream
6	Calculator, scientific	2	Unit
7	Correction Pen	2	Pcs
8	Correction Fluid, 15ml	1	Bot
9	Clear Folder, Long	135	Pcs
10	Clip Backfold, 1", 12pcs/box	5	Box
11	Clip Backfold, 1/4", 12pcs/box	5	Box
12	Clip Backfold, 1 1/2", 12pcs/box	2	Box
13	Data Folder, with finger ring, Legal, Red	21	Pcs
14	Data Filling Box, double with cover , Long	1	Pc
15	Detergent Powder, all purpose, 1kg	17	Pouch
16	Dishwashing Liquid, 500ml	22	Bots
17	Dustpan, non-rigid, plastic	7	Pcs
18	Expanded Folder, Long	100	Pcs
19	Fax paper, (210mm x 30m)	5	Roll
20	Folder, Long, white 14pts.	25	Pcs

21	Folder, Short, white 14pts.	25	Pcs
22	Glass Cleaner, 500ml	7	Bots
23	Glue 130g	4	Jar
24	Mailing Envelop, white	2	Box
25	Manila Paper	4	Pcs
26	Mechanical Sharpener, single cutterhead	2	Pcs
27	Morocco Paper, Short	100	Pcs
28	Mop Bucket, heavy duty, hard,plastic, w/ 4 wheel caster	2	Pcs
29	Notepad, stik-on, (2"x2"),100 sheets per pad	8	Pad
30	Paper Clip, 32mm, 100's/box	8	Box
31	Permanent Marker, Broad, Black	4	Pcs
32	Permanent Marker, Broad, Blue	1	Pc
33	Permanent Marker, Broad, Red	1	Pc
34	Puncher, heavy duty	2	Pcs
35	Push pins, 100's	4	Box
36	Photopaper, Glossy 20's	1	Pack
37	Rag Cotton, 8" in dia.	2	Kilo
38	Record Book, 500pages	5	Pcs
39	Refill Ink, Permanent Marker, Black	3	Bots
40	Refill Ink, Whiteboard Marker, Black	1	Bot
41	Rubber Eraser, Staedler	2	Pcs
42	Ruler, Plastic 12"	1	Pc
43	Sign Pen, Black	85	Pcs
44	Sign Pen, Blue	12	Pcs
45	Sign pen, Red	8	Pcs
46	Scissor, Big	1	Pair
47	Spiral Spring or Ring Binder 1.5"	30	Pc
48	Spiral Spring or Ring Binder 1"	20	Pcs
49	Spiral Spring or Ring Binder 1 1/2"	20	Pcs
50	Spiral Spring or Ring Binder 1/4"	20	Pcs
51	Spiral Spring or Ring Binder 2"	26	Pcs
52	Stamping Pad, Ink, violet 50ml	1	Bot
53	Swivel Chair @ P 5,000.00	2	Unit
54	Tabbing Letters	15	Box
55	Tape Masking, 1" 24mm	3	Roll
56	Tape Masking, 2" 48mm	2	Roll
57	Tape Transparent 1/2"	3	Roll
58	Tape Transparent 1", 24mm	8	Roll
59	Toilet Bowl Brush, plastic with handle	5	Pcs
60	Toilet Bowl Cleaner, 500ml	14	Bots
61	Albatros	1	Pc

62	Trashbag, plastic, black, (40"L, 18.5"W), 10pcs/roll	1	Roll
63	Twine, Plastic, one kilo per roll	1	Kilo
64	Waste Basket, plastic	1	Pc
65	Whiteboard Marker, Black (refillable)	7	Pcs
66	Whiteboard Marker, Blue (refillable)	5	Pcs
67	Whiteboard Marker, Red (refillable)	5	Pcs
68	Wrapping Paper, kraft 65gms	1	Roll

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 June 1, 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 (RFQ 152)**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within fifteen days (15) 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, DPA
BAC CHAIRMAN



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

QUOTATION FORM

Date: _____

RFQ No. 152

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
	Office Supplies	1 lot			
1	Air Freshner, Spray 300ml	18	Bots		
2	Albatros	10	Pcs		
3	Ballpen, Black	5	pcs		
4	Bath Soap, 135g (family size)	1	Pc		
5	Bondpaper, Short, sub.20	80	Ream		
6	Calculator, scientific	2	Unit		
7	Correction Pen	2	Pcs		
8	Correction Fluid, 15ml	1	Bot		
9	Clear Folder, Long	135	Pcs		
10	Clip Backfold, 1", 12pcs/box	5	Box		
11	Clip Backfold, 1/4", 12pcs/box	5	Box		
12	Clip Backfold, 1 1/2", 12pcs/box	2	Box		
13	Data Folder, with finger ring, Legal, Red	21	Pcs		
14	Data Filling Box, double with cover , Long	1	Pc		
15	Detergent Powder, all purpose, 1kg	17	Pouch		
16	Dishwashing Liquid, 500ml	22	Bots		
17	Dustpan, non-rigid, plastic	7	Pcs		
18	Expanded Folder, Long	100	Pcs		
19	Fax paper, (210mm x 30m)	5	Roll		
20	Folder, Long, white 14pts.	25	Pcs		

21	Folder, Short, white 14pts.	25	Pcs		
22	Glass Cleaner, 500ml	7	Bots		
23	Glue 130g	4	Jar		
24	Mailing Envelop, white	2	Box		
25	Manila Paper	4	Pcs		
26	Mechanical Sharpener, single cutterhead	2	Pcs		
27	Morocco Paper, Short	100	Pcs		
28	Mop Bucket, heavy duty, hard,plastic, w/ 4 wheel caster	2	Pcs		
29	Notepad, stik-on, (2"x2"),100 sheets per pad	8	Pad		
30	Paper Clip, 32mm, 100's/box	8	Box		
31	Permanent Marker, Broad, Black	4	Pcs		
32	Permanent Marker, Broad, Blue	1	Pc		
33	Permanent Marker, Broad, Red	1	Pc		
34	Puncher, heavy duty	2	Pcs		
35	Push pins, 100's	4	Box		
36	Photopaper, Glossy 20's	1	Pack		
37	Rag Cotton, 8" in dia.	2	Kilo		
38	Record Book, 500pages	5	Pcs		
39	Refill Ink, Permanent Marker, Black	3	Bots		
40	Refill Ink, Whiteboard Marker, Black	1	Bot		
41	Rubber Eraser, Staedler	2	Pcs		
42	Ruler, Plastic 12"	1	Pc		
43	Sign Pen, Black	85	Pcs		
44	Sign Pen, Blue	12	Pcs		
45	Sign pen, Red	8	Pcs		
46	Scissor, Big	1	Pair		
47	Spiral Spring or Ring Binder 1.5"	30	Pc		
48	Spiral Spring or Ring Binder 1"	20	Pcs		
49	Spiral Spring or Ring Binder 1 1/2"	20	Pcs		
50	Spiral Spring or Ring Binder 1/4"	20	Pcs		
51	Spiral Spring or Ring Binder 2"	26	Pcs		
52	Stamping Pad, Ink, violet 50ml	1	Bot		
53	Swivel Chair @ P 5,000.00	2	Unit		
54	Tabbing Letters	15	Box		
55	Tape Masking, 1" 24mm	3	Roll		

56	Tape Masking, 2" 48mm	2	Roll		
57	Tape Transparent 1/2"	3	Roll		
58	Tape Transparent 1", 24mm	8	Roll		
59	Toilet Bowl Brush, plastic with handle	5	Pcs		
60	Toilet Bowl Cleaner, 500ml	14	Bots		
61	Albatros	1	Pc		
62	Trashbag, plastic, black, (40"L, 18.5"W), 10pcs/roll	1	Roll		
63	Twine, Plastic, one kilo per roll	1	Kilo		
64	Waste Basket, plastic	1	Pc		
65	Whiteboard Marker, Black (refillable)	7	Pcs		
66	Whiteboard Marker, Blue (refillable)	5	Pcs		
67	Whiteboard Marker, Red (refillable)	5	Pcs		
68	Wrapping Paper, kraft 65gms	1	Roll		

- 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: _____



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

TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Office Supplies	
Air Freshner, Spray 300ml	
Albatros	
Ballpen, Black	
Bath Soap, 135g (family size)	
Bondpaper, Short, sub.20	
Calculator, scientific	
Correction Pen	
Correction Fluid, 15ml	
Clear Folder, Long	
Clip Backfold, 1", 12pcs/box	
Clip Backfold, 1/4", 12pcs/box	
Clip Backfold, 1 1/2", 12pcs/box	
Data Folder, with finger ring, Legal, Red	
Data Filling Box, double with cover , Long	
Detergent Powder, all purpose, 1kg	
Dishwashing Liquid, 500ml	
Dustpan, non-rigid, plastic	
Expanded Folder, Long	
Fax paper, (210mm x 30m)	
Folder, Long, white 14pts.	

Folder, Short, white 14pts.	
Glass Cleaner, 500ml	
Glue 130g	
Mailing Envelop, white	
Manila Paper	
Mechanical Sharpener, single cutterhead	
Morocco Paper, Short	
Mop Bucket, heavy duty, hard,plastic, w/ 4 wheel caster	
Notepad, stik-on, (2"x2"),100 sheets per pad	
Paper Clip, 32mm, 100's/box	
Permanent Marker, Broad, Black	
Permanent Marker, Broad, Blue	
Permanent Marker, Broad, Red	
Puncher, heavy duty	
Push pins, 100's	
Photopaper, Glossy 20's	
Rag Cotton, 8" in dia.	
Record Book, 500pages	
Refill Ink, Permanent Marker, Black	
Refill Ink, Whiteboard Marker, Black	
Rubber Eraser, Staedler	
Ruler, Plastic 12"	
Sign Pen, Black	
Sign Pen, Blue	
Sign pen, Red	
Scissor, Big	
Spiral Spring or Ring Binder 1.5"	
Spiral Spring or Ring Binder 1"	
Spiral Spring or Ring Binder 1 1/2"	

Spiral Spring or Ring Binder 1/4"	
Spiral Spring or Ring Binder 2"	
Stamping Pad, Ink, violet 50ml	
Swivel Chair @ P 5,000.00	
Tabbing Letters	
Tape Masking, 1" 24mm	
Tape Masking, 2" 48mm	
Tape Transparent 1/2"	
Tape Transparent 1", 24mm	
Toilet Bowl Brush, plastic with handle	
Toilet Bowl Cleaner, 500ml	
Albatros	
Trashbag, plastic, black, (40"L, 18.5"W), 10pcs/roll	
Twine, Plastic, one kilo per roll	
Waste Basket, plastic	
Whiteboard Marker, Black (refillable)	
Whiteboard Marker, Blue (refillable)	
Whiteboard Marker, Red (refillable)	
Wrapping Paper, kraft 65gms	