



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: 19

1. The Surigao del Sur State University (SDSSU) – Cantilan Campus, through the Special Trust Fund intends to apply the sum of *Two Hundred Twenty Five Thousand Nine Hundred Twenty One Pesos Only (P 225,921.00)* being the approved Budget for the Contract (ABC) to payments for the “**Supply and Delivery of Office Supplies for the 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	32 GB USB 3.0 (high speed)	2	Pcs
2	64 GB USB OTG 3.0 (high speed)	3	Pcs
3	Access file box w/o cover	3	Pcs
4	Ballpen Red	2	Box
5	Ballpen Black	2	Box
6	Sign Pen, Black	19	Pcs
7	Sign Pen, Black (refill)	5	Pcs
8	Sign Pen, Blue (refill)	5	Pcs
9	Sign Pen, Red (refill)	9	Pcs
10	Battery (Triple A)	4	Pcs
11	Board Marker Ink	5	Bottle
12	Bond Paper Long-newsprint	3	Reams
13	Bond paper, short-newsprint	2	Ream
14	Bondpaper rack/paper tray	5	Pcs
15	Box mega/ file organizer (Double with cover)	32	Box
16	Box Mega/ file organizer (double w/o cover)	3	Box
17	Brother Cyan Ink LC563C (cartridge)	1	Pc
18	Brother Black Ink LC563 BK (cartridge)	1	Pc
19	Brother Magenta Ink LC563M (cartridge)	1	Pc

20	Brown envelope long	31	Pcs
21	Brother Yellow Ink LC563Y (cartridge)	1	Pc
22	Calculator (Big)(not scientific)	1	Pc
23	Calculator (Scientific)	31	Ream
24	Cartolina (Red, white, green, yellow)	23	Pcs
25	CD-RW	25	Pcs
26	Cellophane Book Cover	12	Ream
27	Chalk	3	Box
28	Class Record	51	Pcs
29	Clear Book Long	5	Pcs
30	Clear Tape	71	Pcs
31	Colored Chalk	4	Boxes
32	Cork Board (1 meter x 1 meter)	2	Pcs
33	Cutting Scissor (big)	5	Pcs
34	Doormat	4	Pcs
35	Dustpan	5	Pcs
36	EDP Hard Folder (Long)	2	Pcs
37	Elmers Glue Big	10	Bots
38	Epson Ink (black)	20	Bottles
39	Epson L850 (ink) BK 673 black	1	Bot
40	Epson L850 (ink) 673 cyan	1	Bot
41	Epson L850 (ink) 673 light cyan	1	Bot
42	Epson L850 (ink) 673 magenta	1	Bot
43	Epson L850 (ink) 673 yellow	1	Bot
44	Eraser (chalk Board)	4	Pcs
45	Expanded Brown Envelope long	31	Pcs
46	Expanded Folder (long)	71	Pcs
47	Expanded Folder (Long, Blue)	6	Pcs
48	Expanded Folder (long ,red)	16	Pcs
49	Expanded folder (short)	4	Pcs
50	External DVD/CD ROM	2	Pcs
51	Floor Wax Big	6	Can
52	Folder Long	99	Pcs
53	Folder Short	47	Pcs
54	Glue Stick	50	Pcs
55	G-tech ballpen (red/black)	125	Pcs
56	G-tech refill (red/black)	16	Pcs
57	G-tech sign pen (black)	13	Pcs
58	G-tech sign pen (black refill)	4	Pcs
59	G-tech sign pen (blue)	5	Pcs

60	G-Tech Sign Pen Blue-refill	4	Pcs
61	G-Tech Sign Pen Red	3	Pcs
62	G-tech Sign Pen (red-refill)	4	Pcs
63	HBW Ballpen (back)	12	Pcs
64	Lapel	1	Pcs
65	Linen Board	2	Pack
66	Linen Paper	4	Pack
67	Long Folder	21	Pcs
68	Manila Paper	10	Pcs
69	Map Pins	42	Boxes
70	Masking Tape 2"	36	Roll
71	Mega Filling Box w/ cover	19	Pcs
72	Memory Card	1	Pcs
73	My Gel Refill Black	31	Pcs
74	My Gel refill (Red)	31	Pcs
75	Neon Paper	52	Ream
76	Neon paper (assorted color)	10	Ream
77	Note Book Spring (50 leaves)	2	Pcs
78	Note book spring (90 leaves)	5	Pcs
79	Office Kit (for ballpen, eraser, marker, etc.)	3	Pcs
80	Ordinary Ballpen	90	Pcs
81	Packaging tape	42	Roll
82	Paper Clip (small)	31	Boxes
83	Paper Clip large (steel)	6	Pcs
84	Paper Clip medium (steel)	5	Pcs
85	Photo Paper	54	Packs
86	Pilot Ballpen black	6	Pcs
87	Pilot Permanent Marker (red/black)	100	Pcs
88	Pilot Sign Pen (black) .03	31	Pcs
89	Pilot Sign Pen Black -refill	31	Pcs
90	Puncher	33	Unit
91	Rechargeable battery(Double A) w/ charger	1	Pc
92	Record Book (thick)	37	Pcs
93	Refill Ink (Epson) black	5	Bot
94	Refill Ink (for white board maker)	2	Bot
95	Refill my gel (black)	5	Pcs
96	Ruler	31	Pcs
97	Scissor	54	Pcs
98	Scotch tape (1/2")	3	Roll
99	Scotch tape 2"	31	Pcs

100	Scotch tape w/ dispenser	7	Pcs
101	Sharpener	1	Pc
102	Sign Pen (red,blue and black)	15	Pcs
103	Sign Pen Refill (red,blue and black)	6	Pcs
104	Sliding paper cutter	5	Meter
105	Speaker (laptop)	1	Pc
106	Stapler (big)	30	Unit
107	Stapler wire #35	44	Boxes
108	Toilet Paper 2 ply	30	Roll
109	Transparent Envelope Long	15	Pcs
110	Transparent Envelope Short	10	Pcs
111	USB	83	Pcs
112	USB (Flash Drive 64gb)	2	Boxes
113	USB (Flash Drive 80gb)	1	Pc
114	USB (Flash Drive 32gb)	7	Pcs
115	Walis Tambo	5	Pcs
116	Wall Clock	1	Pc
117	Waste Can	12	Pc
118	Wax	2	Can
119	White Board Marker	42	Boxes
120	White Glue	5	Bot
121	Whiteboard Marker ink (black)	24	Bot
122	Whiteboard marker ink (red)	3	bot

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 *May 28, 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. 19)."**
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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### QUOTATION FORM

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

RFQ No. 19

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
1	32 GB USB 3.0 (high speed)	2	Pcs		
2	64 GB USB OTG 3.0 (high speed)	3	Pcs		
3	Access file box w/o cover	3	Pcs		
4	Ballpen Red	2	Box		
5	Ballpen Black	2	Box		
6	Sign Pen, Black	19	Pcs		
7	Sign Pen, Black (refill)	5	Pcs		
8	Sign Pen, Blue (refill)	5	Pcs		
9	Sign Pen, Red (refill)	9	Pcs		
10	Battery (Triple A)	4	Pcs		
11	Board Marker Ink	5	Bottle		
12	Bond Paper Long-newsprint	3	Reams		
13	Bond paper, short-newsprint	2	Ream		
14	Bondpaper rack/paper tray	5	Pcs		
15	Box mega/file organizer (Double with cover)	32	Box		
16	Box Mega/ file organizer (double w/o cover)	3	Box		
17	Brother Cyan Ink LC563C (cartridge)	1	Pc		
18	Brother Black Ink LC563 BK (cartridge)	1	Pc		
19	Brother Magenta Ink LC563M (cartridge)	1	Pc		
20	Brown envelope long	31	Pcs		
21	Brother Yellow Ink LC563Y (cartridge)	1	Pc		
22	Calculator (Big)(not scientific)	1	Pc		
23	Calculator (Scientific)	31	Ream		

24	Cartolina (Red, white, green, yellow)	23	Pcs		
25	CD-RW	25	Pcs		
26	Cellophane Book Cover	12	Ream		
27	Chalk	3	Box		
28	Class Record	51	Pcs		
29	Clear Book Long	5	Pcs		
30	Clear Tape	71	Pcs		
31	Colored Chalk	4	Boxes		
32	Cork Board (1 meter x 1 meter)	2	Pcs		
33	Cutting Scissor (big)	5	Pcs		
34	Doormat	4	Pcs		
35	Dustpan	5	Pcs		
36	EDP Hard Folder (Long)	2	Pcs		
37	Elmers Glue Big	10	Bots		
38	Epson Ink (black)	20	Bottles		
39	Epson L850 (ink) BK 673 black	1	Bot		
40	Epson L850 (ink) 673 cyan	1	Bot		
41	Epson L850 (ink) 673 light cyan	1	Bot		
42	Epson L850 (ink) 673 magenta	1	Bot		
43	Epson L850 (ink) 673 yellow	1	Bot		
44	Eraser (chalk Board)	4	Pcs		
45	Expanded Brown Envelope long	31	Pcs		
46	Expanded Folder (long)	71	Pcs		
47	Expanded Folder (Long, Blue)	6	Pcs		
48	Expanded Folder (long ,red)	16	Pcs		
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51	Floor Wax Big	6	Can		
52	Folder Long	99	Pcs		
53	Folder Short	47	Pcs		
54	Glue Stick	50	Pcs		
55	G-tech ballpen (red/black)	125	Pcs		
56	G-tech refill (red/black)	16	Pcs		
57	G-tech sign pen (black)	13	Pcs		
58	G-tech sign pen (black refill)	4	Pcs		
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61	G-Tech Sign Pen Red	3	Pcs		
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64	Lapel	1	Pcs		
65	Linen Board	2	Pack		
66	Linen Paper	4	Pack		
67	Long Folder	21	Pcs		
68	Manila Paper	10	Pcs		
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76	Neon paper (assorted color)	10	Ream		
77	Note Book Spring (50 leaves)	2	Pcs		
78	Note book spring (90 leaves)	5	Pcs		
79	Office Kit (for ballpen, eraser, marker, etc.)	3	Pcs		
80	Ordinary Ballpen	90	Pcs		
81	Packaging tape	42	Roll		
82	Paper Clip (small)	31	Boxes		
83	Paper Clip large (steel)	6	Pcs		
84	Paper Clip medium (steel)	5	Pcs		
85	Photo Paper	54	Packs		
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119	White Board Marker	42	Boxes		
120	White Glue	5	Bot		
121	Whiteboard Marker ink (black)	24	Bot		
122	Whiteboard marker ink (red)	3	bot		

- 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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**TECHNICAL SPECIFICATIONS**

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
32 GB USB 3.0 (high speed)	
64 GB USB OTG 3.0 (high speed)	
Access file box w/o cover	
Ballpen Red	
Ballpen Black	
Sign Pen, Black	
Sign Pen, Black (refill)	
Sign Pen, Blue (refill)	
Sign Pen, Red (refill)	
Battery (Triple A)	
Board Marker Ink	
Bond Paper Long-newsprint	
Bond paper, short-newsprint	
Bondpaper rack/paper tray	
Box mega/ file organizer (Double with cover)	
Box Mega/ file organizer (double w/o cover)	
Brother Cyan Ink LC563C (cartridge)	
Brother Black Ink LC563 BK (cartridge)	
Brother Magenta Ink LC563M (cartridge)	
Brown envelope long	
Brother Yellow Ink LC563Y (cartridge)	
Calculator (Big)(not scientific)	
Calculator (Scientific)	
Cartolina (Red, white, green, yellow)	
CD-RW	
Cellophane Book Cover	
Chalk	
Class Record	

Clear Book Long	
Clear Tape	
Colored Chalk	
Cork Board (1 meter x 1 meter)	
Cutting Scissor (big)	
Doormat	
Dustpan	
EDP Hard Folder (Long)	
Elmers Glue Big	
Epson Ink (black)	
Epson L850 (ink) BK 673 black	
Epson L850 (ink) 673 cyan	
Epson L850 (ink) 673 light cyan	
Epson L850 (ink) 673 magenta	
Epson L850 (ink) 673 yellow	
Eraser (chalk Board)	
Expanded Brown Envelope long	
Expanded Folder (long)	
Expanded Folder (Long, Blue)	
Expanded Folder (long ,red)	
Expanded folder (short)	
External DVD/CD ROM	
Floor Wax Big	
Folder Long	
Folder Short	
Glue Stick	
G-tech ballpen (red/black)	
G-tech refill (red/black)	
G-tech sign pen (black)	
G-tech sign pen (black refill)	
G-tech sign pen (blue)	
G-Tech Sign Pen Blue-refill	
G-Tech Sign Pen Red	
G-tech Sign Pen (red-refill)	
HBW Ballpen (back)	
Lapel	
Linen Board	

Linen Paper	
Long Folder	
Manila Paper	
Map Pins	
Masking Tape 2"	
Mega Filling Box w/ cover	
Memory Card	
My Gel Refill Black	
My Gel refill (Red)	
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Neon paper (assorted color)	
Note Book Spring (50 leaves)	
Note book spring (90 leaves)	
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Ordinary Ballpen	
Packaging tape	
Paper Clip (small)	
Paper Clip large (steel)	
Paper Clip medium (steel)	
Photo Paper	
Pilot Ballpen black	
Pilot Permanent Marker (red/black)	
Pilot Sign Pen (black) .03	
Pilot Sign Pen Black -refill	
Puncher	
Rechargeable battery(Double A) w/ charger	
Record Book (thick)	
Refill Ink (Epson) black	
Refill Ink (for white board maker)	
Refill my gel (black)	
Ruler	
Scissor	
Scotch tape (1/2")	
Scotch tape 2"	
Scotch tape w/ dispenser	
Sharpener	
Sign Pen (red,blue and black)	

Sign Pen Refill (red,blue and black)	
Sliding paper cutter	
Speaker (laptop)	
Stapler (big)	
Stapler wire #35	
Toilet Paper 2 ply	
Transparent Envelope Long	
Transparent Envelope Short	
USB	
USB (Flash Drive 64gb)	
USB (Flash Drive 80gb)	
USB (Flash Drive 32gb)	
Walis Tambo	
Wall Clock	
Waste Can	
Wax	
White Board Marker	
White Glue	
Whiteboard Marker ink (black)	
Whiteboard marker ink (red)	