



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 for GAA”**

RFQ No: 216

1. The Surigao del Sur State University (SDSSU)-Tandag Campus, through the GAA intends to apply the sum of *One Hundred Fifty Two Thousand Two hundred Forty Pesos & 03/100 (P 152,240.03)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Supply and Delivery of Office Supplies for GAA”** 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>Supply and Delivery of Office Supplies for GAA</b>		
1	Ballpen, Black	10	Box
2	Ballpen, Blue	5	Box
3	Ballpen, Red	8	Box
4	Bond Paper, short sub-20	191	Ream
5	Board Eraser	170	Pcs
6	Calculator, Scientific	1	Unit
7	Correction Tape	45	pcs
8	Correction Fluid , waterbased	5	Bots
9	Class Record	175	Pcs
10	Cartolina, Assorted	300	pcs
11	Cartolina, white	100	Pcs
12	Certificate Paper, long	1	Pack
13	Certificate Paper, short	1	Pack

14	Dishwashing Antibac liquid @ P 20.00	10	Pouch
15	Double Sided Tape 2"	20	Roll
16	Filling Box, double with cover, long	55	Pcs
17	Folder White, long 14 pts. (by pack)	1	Pack
18	Folder white, long 14 pts. (by pc)	75	pcs
19	Folder white, short 14 pts.	50	Pcs
20	Glue, big	30	Jar
21	Linen Paper, Long	50	Packs
22	Memo Pad	10	Pcs
23	Mimeo White Paper, long sub-20	145	Reams
24	Paper Clamp # 1"	25	Pcs
25	Paper Clamp #3/4"	25	Pcs
26	Paper Fastener Plastic	10	Box
27	Permanent Marker, broad, black	35	Pcs
28	Photopaper, glossy	23	Packs
29	Push pins	20	Box
30	Sign Pen, Black	50	Pcs
31	Sign Pen, Blue	50	Pcs
32	Sign Pen, red	50	Pcs
33	Sign Pen Black, (refill)	45	Pcs
34	Sign Pen, Red (refill)	45	Pcs
35	Scotch Tape #2"	20	Roll
36	Spiral Spring, 3/4"	4	Pcs
37	Spiral Spring, 1/2"	4	Pcs
38	Spiral Spring, 1"	4	Pcs
39	Spiral Spring 2"	4	Pcs
40	Staple Wire #35	10	Box

41	Staple Wire #10	10	Box
42	Tissue Paper	195	Roll
43	Thumbtacks (small box)	20	Box
44	Whiteboard Marker Pen, Broad, black	170	Pcs
45	Whiteboard Marker, refill ink, black	75	bots

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 26, 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 for GAA (RFQ No. 216)."**
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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### QUOTATION FORM

Date: \_\_\_\_\_  
RFQ No. 216

#### 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
	<b>Supply and Delivery of Office Supplies for GAA</b>				
1	Ballpen, Black	10	Box		
2	Ballpen, Blue	5	Box		
3	Ballpen, Red	8	Box		
4	Bond Paper, short sub-20	191	Ream		
5	Board Eraser	170	Pcs		
6	Calculator, Scientific	1	Unit		
7	Correction Tape	45	pcs		
8	Correction Fluid , waterbased	5	Bots		
9	Class Record	175	Pcs		
10	Cartolina, Assorted	300	pcs		
11	Cartolina, white	100	Pcs		
12	Certificate Paper, long	1	Pack		
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14	Dishwashing Antibac liquid @ P 20.00	10	Pouch		
15	Double Sided Tape 2"	20	Roll		
16	Filling Box, double with cover, long	55	Pcs		
17	Folder White, long 14 pts. (by pack)	1	Pack		
18	Folder white, long 14 pts. (by pc)	75	pcs		
19	Folder white, short 14 pts.	50	Pcs		
20	Glue, big	30	Jar		
21	Linen Paper, Long	50	Packs		

22	Memo Pad	10	Pcs		
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24	Paper Clamp # 1"	25	Pcs		
25	Paper Clamp #3/4"	25	Pcs		
26	Paper Fastener Plastic	10	Box		
27	Permanent Marker, broad, black	35	Pcs		
28	Photopaper, glossy	23	Packs		
29	Push pins	20	Box		
30	Sign Pen, Black	50	Pcs		
31	Sign Pen, Blue	50	Pcs		
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37	Spiral Spring, 1/2"	4	Pcs		
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39	Spiral Spring 2"	4	Pcs		
40	Staple Wire #35	10	Box		
41	Staple Wire #10	10	Box		
42	Tissue Paper	195	Roll		
43	Thumbtacks (small box)	20	Box		
44	Whiteboard Marker Pen, Broad, black	170	Pcs		
45	Whiteboard Marker, refill ink, black	75	bots		
	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")
<b>Supply and Delivery of Office Supplies for Accreditation</b>	
Ballpen, Black	
Ballpen, Blue	
Ballpen, Red	
Bond Paper, short sub-20	
Board Eraser	
Calculator, Scientific	
Correction Tape	
Correction Fluid , waterbased	
Class Record	
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Cartolina, white	
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Push pins	
Sign Pen, Black	
Sign Pen, Blue	

Sign Pen, red	
Sign Pen Black, (refill)	
Sign Pen, Red (refill)	
Scotch Tape #2"	
Spiral Spring, 3/4"	
Spiral Spring, 1/2"	
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Staple Wire #35	
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Tissue Paper	
Thumbtacks (small box)	
Whiteboard Marker Pen, Broad, black	
Whiteboard Marker, refill ink, black	