



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 Accreditation”**

RFQ No: 240

1. The Surigao del Sur State University (SDSSU)-Tandag Campus, through the GAA intends to apply the sum of *Seventy Seven Thousand Eighty Nine Pesos Only (P 77,089.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Supply and Delivery of Office Supplies for Accreditation”** 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 Accreditation</b>		
1	Bond Paper, short sub-20	30	Reams
2	Brown envelope , Short	30	Pcs
3	Expanded Folder, green long	250	Pcs
4	Tabbing Letters (Clear)	50	Boxes
5	Fastener, plastic	10	Box
6	Photopaper, gloosy	4	Packs
7	Cartolina (Assorted)	10	Pcs
8	Permanent Marker, black, broad	5	Pcs
9	Data Filling Folder with finger Ring, long	200	Pcs
10	Correction tape	50	Pcs
11	Certificate Paper, short	1	Ream
12	Staple Wire #35	5	Box
13	Pencil Sharpener (small)	25	Pcs

14	Zonrox	1	Gal
15	Toilet Bowl Cleaner	2	Bots
16	Glass Cleaner, 250ml	3	Bots
17	Tissue Paper	10	Roll
18	Sign Pen, black	25	Pcs
19	Table Napkin	5	Pasck
20	Shampoo	2	Dozen
21	Bath Soap, family size	25	Pcs
22	Toothbrush @ P 50.00	25	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, 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 Accreditation (RFQ No. 240)."**
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. 240

**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>Supply and Delivery of Office Supplies for Accreditation</b>				
1	Bond Paper, short sub-20	30	Reams		
2	Brown envelope , Short	30	Pcs		
3	Expanded Folder, green long	250	Pcs		
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19	Table Napkin	5	Pasck		
20	Shampoo	2	Doze		

			n		
21	Bath Soap, family size	25	Pcs		
22	Toothbrush @ P 50.00	25	pcs		
	<b>TOTAL</b>				

- 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>	
Bond Paper, short sub-20	
Brown envelope , Short	
Expanded Folder, green long	
Tabbing Letters (Clear)	
Fastener, plastic	
Photopaper, gloosy	
Cartolina (Assorted)	
Permanent Marker, black, broad	
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