



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: 301

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the GAA intends to apply the sum of *Fifty Nine Thousand Two Hundred Seventy Eight Pesos Only (P 59,278.00)* 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
	Supply and Delivery of Office Supplies	1	lot
1	Albatros	8	Pcs
2	Ballpen,black	40	Pcs
3	Battery Chargeable, AA (4 pcs/pack)	2	Packs
4	Battery AA	5	Pcs
5	Bondpaper, short sub-20	30	Reams
6	Bondpaper, A3	2	Reams
7	Calculator, scientific (fx-991IES Plus)	2	Pcs
8	Canon Paper for certicate, (short) 500's	2	Reams
9	Canon Paper for certificate (long) 500's	2	Reams
10	Correction Tape	35	Pcs
11	Clear Folder, long	60	Pcs
12	Clipboard	10	Pcs
13	Data Filling Folder with finger ring, long (75mmx 30mmx 180mm)	24	Pcs
14	Detergent Powder, 500g	13	Packs

15	Emergency Light	1	Unit
16	Expanded Envelop, short (colored)	50	Pcs
17	Expanded Envelop, long (colored)	50	Pcs
18	Expanded Folder, long (green)	50	Pcs
19	Expanded Folder, long (white)	50	Pcs
20	Filling Box, double with cover, long	30	Pcs
21	Class Cleaner, 250ml	5	Bots
22	Glue, big 130 ml	2	Jar
23	Leave Card	10	Reams
24	Paper Fastener (50 sets)	8	Box
25	Pencil	10	Box
26	Post it, sticky notes, 2 x 3	2	Pcs
27	Puncher, heavy duty	2	Pcs
28	Push Pins (100 pcs)	2	Box
29	Philippin Flags (cloth)	5	Pcs
30	Photopaper, glossy 20's	5	Packs
31	Record Book,500 pcs	10	Pcs
32	Rubber Eraser	4	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 August 21, 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** (RFQ No. 301)."
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within fifteen (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



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SURIGAO DEL SUR STATE UNIVERSITY

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QUOTATION FORM

Date: _____

RFQ No. 301

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
	Supply and Delivery of Office Supplies	1	lot		
1	Albatros	8	Pcs		
2	Ballpen,black	40	Pcs		
3	Battery Chargeable, AA (4 pcs/pack)	2	Packs		
4	Battery AA	5	Pcs		
5	Bondpaper, short sub-20	30	Reams		
6	Bondpaper, A3	2	Reams		
7	Calculator, scientific (fx-991IES Plus)	2	Pcs		
8	Canon Paper for certicate, (short) 500's	2	Reams		
9	Canon Paper for certificate (long) 500's	2	Reams		
10	Correction Tape	35	Pcs		
11	Clear Folder, long	60	Pcs		
12	Clipboard	10	Pcs		
13	Data Filling Folder with finger ring, long (75mmx 30mmx 180mm)	24	Pcs		
14	Detergent Powder, 500g	13	Packs		
15	Emergency Light	1	Unit		
16	Expanded Envelop, short (colored)	50	Pcs		
17	Expanded Envelop, long (colored)	50	Pcs		
18	Expanded Folder, long (green)	50	Pcs		

19	Expanded Folder, long (white)	50	Pcs		
20	Filling Box, double with cover, long	30	Pcs		
21	Class Cleaner, 250ml	5	Bots		
22	Glue, big 130 ml	2	Jar		
23	Leave Card	10	Reams		
24	Paper Fastener (50 sets)	8	Box		
25	Pencil	10	Box		
26	Post it, sticky notes, 2 x 3	2	Pcs		
27	Puncher, heavy duty	2	Pcs		
28	Push Pins (100 pcs)	2	Box		
29	Philippin Flags (cloth)	5	Pcs		
30	Photopaper, glossy 20's	5	Packs		
31	Record Book,500 pcs	10	Pcs		
32	Rubber Eraser	4	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: _____



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TECHNICAL SPECIFICATION

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Supply and Delivery of Office Supplies	
Albatros	
Ballpen,black	
Battery Chargeable, AA (4 pcs/pack)	
Battery AA	
Bondpaper, short sub-20	
Bondpaper, A3	
Calculator, scientific (fx-991IES Plus)	
Canon Paper for certicate, (short) 500's	
Canon Paper for certificate (long) 500's	
Correction Tape	
Clear Folder, long	
Clipboard	
Data Filling Folder with finger ring, long (75mmx 30mmx 180mm)	
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