



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: 79

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the GAA intends to apply the sum of *Three Hundred Twenty Four Thousand Six Hundred Sixty Seven Pesos Only (P 324,667.00)* 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	Air freshener , spray 300ml	16	Bots
2	Air Freshener, (in can)	12	Can
3	Alcohol 500ml	6	Bots
4	Ballpen, Red	104	Pcs
5	Ballpen, Black	1,310	pcs
6	Ballpen, blue	100	Pcs
7	Bath soap, safeguard 135 g (family size)	12	Pcs
8	Battery 9 volt (006Por 6F22)	20	Pcs
9	Broom, soft, (fiber)	2	Pcs
10	Bondpaper, short, sub-20	236	Ream
11	Calculator, scientific	7	Unit
12	Canon Paper, powder blue 8 ½" x 11" , board (485 gsm)	30	Ream

13	Cartolina, white	50	pcs
14	Correction Fluid, water based	6	Bots
15	Class Record	50	Pcs
16	Clearbook, long	7	Pcs
17	Data Filing Folder with finger ring, vertical (red), long	500	Pcs
18	Data Filling Box, double with cover, long	12	Pcs
19	Double Sided Tape, 2"	20	Rolls
20	Dishwashing Liquid 250ml	16	Bots
21	Expanded Envelope, long	100	Pcs
22	Glass Cleaner, 500ml spray	28	Bots
23	File Organizer, plastic	25	Pcs
24	Linen Paper, long, colored, 20's	5	Pack
25	Mailing Envelope, white	2	Box
26	Manila Paper	50	Pcs
27	Notarial Seal (Gold Seal) no. 23	50	Box
28	Notebook, 80 leaves	90	Pcs
29	Paper Fastener, Plastic (50 sets)	3	Box
30	Paste	1	Jar
31	Parchment Paper, short, (8 1/2" x 11) 500's	2	Reams
32	Permanent Marker, black, broad	16	Pcs
33	Puncher Trio, heavy duty	4	Pcs
34	Push Pins 100's	10	Box
35	Photopaper, glossy 20's	1	Pack
36	Ring Binder 1"	3	Pcs

37	Ring Binder ½"	2	Pcs
38	Rubber Eraser, staedler, big	5	Pcs
39	Rubber Band, big 500grams	5	Box
40	Ruler, plastic 12"	2	Pcs
41	Sign Pen, Blue	24	Pcs
42	Stamping Pad, Ink, 30ml	1	Bot
43	Stapler no. 35 with remover	11	Pcs
44	Tape, masking 24mm	3	Rolls
45	Tape, transparent 1"	22	Rolls
46	Tissue Paper, 2 ply 12's	22	Pack
47	Trashcan with cover, small	1	Pc
48	Typewriter Ribbon	1	Pc
49	Whiteboard Marker, Black (refillable)	217	Pcs
50	Whiteboard Refill ink, black	101	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 April 10, 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 No. 079)."**
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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QUOTATION FORM

Date: _____

RFQ No. 079

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	Air freshener , spray 300ml	16	Bots		
2	Air Freshener, (in can)	12	Can		
3	Alcohol 500ml	6	Bots		
4	Ballpen, Red	104	Pcs		
5	Ballpen, Black	1,310	pcs		
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7	Bath soap, safeguard 135 g (family size)	12	Pcs		
8	Battery 9 volt (006Por 6F22)	20	Pcs		
9	Broom, soft, (fiber)	2	Pcs		
10	Bondpaper, short, sub-20	236	Ream		
11	Calculator, scientific	7	Unit		
12	Canon Paper, powder blue 8 ½" x 11" , board (485 gsm)	30	Ream		
13	Cartolina, white	50	pcs		

14	Correction Fluid, water based	6	Bots		
15	Class Record	50	Pcs		
16	Clearbook, long	7	Pcs		
17	Data Filing Folder with finger ring, vertical (red), long	500	Pcs		
18	Data Filing Box, double with cover, long	12	Pcs		
19	Double Sided Tape, 2"	20	Rolls		
20	Dishwashing Liquid 250ml	16	Bots		
21	Expanded Envelope, long	100	Pcs		
22	Glass Cleaner, 500ml spray	28	Bots		
23	File Organizer, plastic	25	Pcs		
24	Linen Paper, long, colored, 20's	5	Pack		
25	Mailing Envelope, white	2	Box		
26	Manila Paper	50	Pcs		
27	Notarial Seal (Gold Seal) no. 23	50	Box		
28	Notebook, 80 leaves	90	Pcs		
29	Paper Fastener, Plastic (50 sets)	3	Box		
30	Paste	1	Jar		
31	Parchment Paper, short, (8 1/2" x 11) 500's	2	Reams		
32	Permanent Marker, black, broad	16	Pcs		
33	Puncher Trio, heavy duty	4	Pcs		
34	Push Pins 100's	10	Box		
35	Photopaper, glossy 20's	1	Pack		
36	Ring Binder 1"	3	Pcs		
37	Ring Binder 1/2"	2	Pcs		

38	Rubber Eraser, staedler, big	5	Pcs		
39	Rubber Band, big 500grams	5	Box		
40	Ruler, plastic 12"	2	Pcs		
41	Sign Pen, Blue	24	Pcs		
42	Stamping Pad, Ink, 30ml	1	Bot		
43	Stapler no. 35 with remover	11	Pcs		
44	Tape, masking 24mm	3	Rolls		
45	Tape, transparent 1"	22	Rolls		
46	Tissue Paper, 2 ply 12's	22	Pack		
47	Trashcan with cover, small	1	Pc		
48	Typewriter Ribbon	1	Pc		
49	Whiteboard Marker, Black (refillable)	217	Pcs		
50	Whiteboard Refill ink, black	101	bots		

- 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")
Supply and Delivery of Office Supplies	
Air freshener , spray 300ml	
Air Freshener, (in can)	
Alcohol 500ml	
Ballpen, Red	
Ballpen, Black	
Ballpen, blue	
Bath soap, safeguard 135 g (family size)	
Battery 9 volt (006Por 6F22)	
Broom, soft, (fiber)	
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Data Filling Box, double with cover, long	
Double Sided Tape, 2"	
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