



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: 402

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Sixty Nine Thousand Five Hundred Ninety Six Pesos Only (P 69,596.00)* 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	Albatros (Assorted flavor), big	12	Pcs
2	Alcohol 500ml	29	Bots
3	Ballpen, black	30	Pcs
4	Ballpen, Red	6	Pcs
5	Battery, small	3	Pcs
6	Blank CD's	10	Pcs
7	Blank DVD's	5	Pcs
8	Broom (tingting)	6	Pcs
9	Bondpaper Short, ordinary	10	Reams
10	Bondpaper, short sub 20	80	Reams
11	Dishwashing Liquid, 500ml	16	Bots
12	Dipper	5	Pcs
13	Dustpan	2	Pcs
14	Glue, big	13	Bots
15	Whiteboard Eraser	40	Pcs
16	Fax Paper	3	Rolls
17	Filling box, double with cover	10	Pcs
18	Folder Long, white 14 pts	1	Ream
19	Floor Wax (2 kgs), red dye	20	Cans
20	Glass Cleaner	6	Bots

21	Liquid Eraser	8	Bots
22	Mimeo Paper, short	15	Reams
23	Mimeo paper, long	15	Reams
24	Mirror (3' x 4") wall mounted	1	Pc
25	Pale (medium size)	5	Pcs
26	Pencil Mongol #2	11	Boxes
27	Pentel Pen, black, broad	3	Pcs
28	Post it Note pads (colored) 1/4	10	Pads
29	Stabilo Boss (red, pink, Green)	9	Boxes
30	Stamping Pad, big	5	Pcs
31	Staple Remover	5	Pcs
32	Stapler Big with remover	5	Pcs
33	Scotch tape 1"	18	Rolls
34	Sign Pen, black	25	Pcs
35	Tissue Paper	50	Rolls
36	Tissue Paper (packs, big)	10	Packs
37	Thumbtacks	4	Boxes
38	Trash Box	10	Pcs
39	Typewriter Ribbon	1	Pc
40	Whiteboard Refill Ink, Black	34	Bots
41	Zonrox	5	gals

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, Tandag Main Campus, Rosario, Tandag City, Surigao del Sur not later than *10:00 AM of September 29, 2016*.
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. 402)."**
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), Rosario, 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. 402

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	Albatros (Assorted flavor), big	12	Pcs		
2	Alcohol 500ml	29	Bots		
3	Ballpen, black	30	Pcs		
4	Ballpen, Red	6	Pcs		
5	Battery, small	3	Pcs		
6	Blank CD's	10	Pcs		
7	Blank DVD's	5	Pcs		
8	Broom (tingting)	6	Pcs		
9	Bondpaper Short, ordinary	10	Reams		
10	Bondpaper, short sub 20	80	Reams		
11	Dishwashing Liquid, 500ml	16	Bots		
12	Dipper	5	Pcs		
13	Dustpan	2	Pcs		
14	Glue, big	13	Bots		
15	Whiteboard Eraser	40	Pcs		
16	Fax Paper	3	Rolls		
17	Filling box, double with cover	10	Pcs		
18	Folder Long, white 14 pts	1	Ream		
19	Floor Wax (2 kgs), red dye	20	Cans		
20	Glass Cleaner	6	Bots		

21	Liquid Eraser	8	Bots		
22	Mimeo Paper, short	15	Reams		
23	Mimeo paper, long	15	Reams		
24	Mirror (3' x 4") wall mounted	1	Pc		
25	Pale (medium size)	5	Pcs		
26	Pencil Mongol #2	11	Boxes		
27	Pentel Pen, black, broad	3	Pcs		
28	Post it Note pads (colored) 1/4	10	Pads		
29	Stabilo Boss (red, pink, Green)	9	Boxes		
30	Stamping Pad, big	5	Pcs		
31	Staple Remover	5	Pcs		
32	Stapler Big with remover	5	Pcs		
33	Scotch tape 1"	18	Rolls		
34	Sign Pen, black	25	Pcs		
35	Tissue Paper	50	Rolls		
36	Tissue Paper (packs, big)	10	Packs		
37	Thumbtacks	4	Boxes		
38	Trash Box	10	Pcs		
39	Typewriter Ribbon	1	Pc		
40	Whiteboard Refill Ink, Black	34	Bots		
41	Zonrox	5	gals		

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the *thirty (30) 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")
Supply and Delivery of Office Supplies	
Albatros (Assorted flavor), big	
Alcohol 500ml	
Ballpen, black	
Ballpen, Red	
Battery, small	
Blank CD's	
Blank DVD's	
Broom (tingting)	
Bondpaper Short, ordinary	
Bondpaper, short sub 20	
Dishwashing Liquid, 500ml	
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Tissue Paper	
Tissue Paper (packs, big)	
Thumbtacks	

Trash Box	
Typewriter Ribbon	
Whiteboard Refill Ink, Black	
Zonrox	