



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: 153

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the STF intends to apply the sum of *One Hundred Ninety Six Thousand Six Hundred Forty One Pesos & 36/100* (P 196,641.36) 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
	Office Supplies	1	lot
1	Air Freshener, Spray 300ml	38	bots.
2	Ballpen, Black	480	pcs
3	Ballpen, Blue 12's	2	box
4	Bondpaper, short, sub.20	153	ream
5	Bondpaper, A3	5	ream
6	Broom Soft, Bamboo	6	pcs
7	Broom Stick (tingting)	3	pcs
8	Brown Envelope, Long	140	pcs
9	Cartolina, white	2	bundle
10	Class Record	90	pcs
11	Clear Folder, Long (yellow)	50	pcs
12	Clear Folder, Short (yellow)	50	pcs
13	Data Filling Box, double with cover, Long	50	pcs
14	Data Filling Folder with finger ring, Long (3"x9"x15")	53	pcs
15	Detergent Powder, all purpose, 1kl.	8	pouch
16	Dishwashing Liquid, antibac 10ml	5	pouch
17	Doormat	2	pcs
18	Dustpan, non-rigid, plastic	3	pcs
19	Expanded Envelope, Long	85	pcs
20	Expanded Folder, green, Long 100's	4	pcs

21	Feather Duster	2	pcs
22	File Organizer, Expanding @ P 100.00	10	Pcs
23	Folder, Long,white 14pts., 100's per pack	2	psck
24	Folder, Short,white 14pts., 100's per pack	1	pack
25	Folder Tagboard, A4 size 100's per pack	1	Pack
26	Floorwax, Red, 1kg	20	Can
27	Floorwax, Red, 250g	23	Can
28	Glue 130g	11	Jar
29	Linen Paper, Colored, Long	4	Ream
30	Linen Paper, White, Long	9	Ream
31	Mechanical Sharpener	2	Pcs
32	Mop Bucket, Plastic	1	Pc
33	Post-it, (1/2"x2"), 100 sheets per pad, bright colors	40	Pad
34	Paper Clamp, 1/2" 12pcs/box	25	Pcs
35	Paper Clip, Metal 2"	25	Box
36	Parchment Paper, Long 100's	2	Ream
37	Permanent Marker, Black, Broad	10	Pcs
38	Puncher, heavy duty	2	Pcs
39	Push Pins	3	Box
40	Photopaper, Glossy A4 size, 20's	42	Pack
41	Photo Sticker	38	Pack
42	Plastic Book Shelf @ P 200.00	40	Pcs
43	Rechargeable Battery, AA size (2's per pack)	15	Pack
44	Rechargeable Battery, AAA size (2's per pack)	2	Pack
45	Record Book, 500pages	36	Pcs
46	Ring Binder, 1/2"x44", plastic	10	Pcs
47	Ring Binder, 3/4"x44", plastic	10	Pcs
48	Rubber Band, 1.0mm min thickness	2	Box
49	Sign pen, Black	180	Pcs
50	Sign Pen, Red	160	Pcs
51	Sign Pen, Black (refill)	60	Pcs
52	Sign Pen, Blue (refill)	40	Pcs
53	Sign Pen, Red (refill)	60	Pcs
54	Scissors, Big	15	Pcs
55	Stamping Pad, Ink 30ml	3	Bots
56	Staple Wire, no.10	15	Box
57	Stapler no.23, small	5	Pcs
58	Staple Remover, Twin Jaws	2	Pcs
59	Tape, Masking 48mm	10	Roll
60	Tape, Transparent, 24mm	48	Roll
61	Trashcan with cover, (office)	4	Pcs

62	Wall Clock 14" dia. AA 1.5V battery	1 unit	
63	Whiteboard Eraser	90	Pcs
64	Whiteboard Refill Ink, Black	80	Bots
65	Whiteboard Marker, Black (refillable)	70	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 May 29, 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 153)**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within fifteen days (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

60Sgd. FLORIIFE O. URBIZTONDO, DPA
BAC CHAIRMAN



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

QUOTATION FORM

Date: _____

RFQ No. 153

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
	Office Supplies	1	lot		
1	Air Freshener, Spray 300ml	38	bots.		
2	Ballpen, Black	480	pcs		
3	Ballpen, Blue 12's	2	box		
4	Bondpaper, short, sub.20	153	ream		
5	Bondpaper, A3	5	ream		
6	Broom Soft, Bamboo	6	pcs		
7	Broom Stick (tingting)	3	pcs		
8	Brown Envelope, Long	140	pcs		
9	Cartolina, white	2	bundle		
10	Class Record	90	pcs		
11	Clear Folder, Long (yellow)	50	pcs		
12	Clear Folder, Short (yellow)	50	pcs		
13	Data Filling Box, double with cover, Long	50	pcs		
14	Data Filling Folder with finger ring, Long (3"x9"x15")	53	pcs		
15	Detergent Powder, all purpose, 1kl.	8	pouch		
16	Dishwashing Liquid, antibac 10ml	5	pouch		
17	Doormat	2	pcs		
18	Dustpan, non-rigid, plastic	3	pcs		
19	Expanded Envelope, Long	85	pcs		
20	Expanded Folder, green, Long 100's	4	pcs		

21	Feather Duster	2	pcs		
22	File Organizer, Expanding @ P 100.00	10	Pcs		
23	Folder, Long,white 14pts., 100's per pack	2	psck		
24	Folder, Short,white 14pts., 100's per pack	1	pack		
25	Folder Tagboard, A4 size 100's per pack	1	Pack		
26	Floorwax, Red, 1kg	20	Can		
27	Floorwax, Red, 250g	23	Can		
28	Glue 130g	11	Jar		
29	Linen Paper, Colored, Long	4	Ream		
30	Linen Paper, White, Long	9	Ream		
31	Mechanical Sharpener	2	Pcs		
32	Mop Bucket, Plastic	1	Pc		
33	Post-it, (1/2"x2"), 100 sheets per pad, bright colors	40	Pad		
34	Paper Clamp, 1/2" 12pcs/box	25	Pcs		
35	Paper Clip, Metal 2"	25	Box		
36	Parchment Paper, Long 100's	2	Ream		
37	Permanent Marker, Black, Broad	10	Pcs		
38	Puncher, heavy duty	2	Pcs		
39	Push Pins	3	Box		
40	Photopaper, Glossy A4 size, 20's	42	Pack		
41	Photo Sticker	38	Pack		
42	Plastic Book Shelf @ P 200.00	40	Pcs		
43	Rechargeable Battery, AA size (2's per pack)	15	Pack		
44	Rechargeable Battery, AAA size (2's per pack)	2	Pack		
45	Record Book, 500pages	36	Pcs		
46	Ring Binder, 1/2"x44", plastic	10	Pcs		
47	Ring Binder, 3/4"x44", plastic	10	Pcs		
48	Rubber Band, 1.0mm min thickness	2	Box		
49	Sign pen, Black	180	Pcs		
50	Sign Pen, Red	160	Pcs		
51	Sign Pen, Black (refill)	60	Pcs		
52	Sign Pen, Blue (refill)	40	Pcs		
53	Sign Pen, Red (refill)	60	Pcs		
54	Scissors, Big	15	Pcs		

55	Stamping Pad, Ink 30ml	3	Bots		
56	Staple Wire, no.10	15	Box		
57	Stapler no.23, small	5	Pcs		
58	Staple Remover, Twin Jaws	2	Pcs		
59	Tape, Masking 48mm	10	Roll		
60	Tape, Transparent, 24mm	48	Roll		
61	Trashcan with cover, (office)	4	Pcs		
62	Wall Clock 14" dia. AA 1.5V battery	1 unit			
63	Whiteboard Eraser	90	Pcs		
64	Whiteboard Refill Ink, Black	80	Bots		
65	Whiteboard Marker, Black (refillable)	70	pcs		
	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: _____
Contact No: _____



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

TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Office Supplies	
Air Freshener, Spray 300ml	
Ballpen, Black	
Ballpen, Blue 12's	
Bondpaper, short, sub.20	
Bondpaper, A3	
Broom Soft, Bamboo	
Broom Stick (tingting)	
Brown Envelope, Long	
Cartolina, white	
Class Record	
Clear Folder, Long (yellow)	
Clear Folder, Short (yellow)	
Data Filling Box, double with cover, Long	
Data Filling Folder with finger ring, Long (3"x9"x15")	
Detergent Powder, all purpose, 1kl.	
Dishwashing Liquid, antibac 10ml	
Doormat	
Dustpan, non-rigid, plastic	
Expanded Envelope, Long	
Expanded Folder, green, Long 100's	

Feather Duster	
File Organizer, Expanding @ P 100.00	
Folder, Long,white 14pts., 100's per pack	
Folder, Short,white 14pts., 100's per pack	
Folder Tagboard, A4 size 100's per pack	
Floorwax, Red, 1kg	
Floorwax, Red, 250g	
Glue 130g	
Linen Paper, Colored, Long	
Linen Paper, White, Long	
Mechanical Sharpener	
Mop Bucket, Plastic	
Post-it, (1/2"x2"), 100 sheets per pad, bright colors	
Paper Clamp, 1/2" 12pcs/box	
Paper Clip, Metal 2"	
Parchment Paper, Long 100's	
Permanent Marker, Black, Broad	
Puncher, heavy duty	
Push Pins	
Photopaper, Glossy A4 size, 20's	
Photo Sticker	
Plastic Book Shelf @ P 200.00	
Rechargeable Battery, AA size (2's per pack)	
Rechargeable Battery, AAA size (2's per pack)	
Record Book, 500pages	
Ring Binder, 1/2"x44", plastic	
Ring Binder, 3/4"x44", plastic	
Rubber Band, 1.0mm min thickness	
Sign pen, Black	

Sign Pen, Red	
Sign Pen, Black (refill)	
Sign Pen, Blue (refill)	
Sign Pen, Red (refill)	
Scissors, Big	
Stamping Pad, Ink 30ml	
Staple Wire, no.10	
Stapler no.23, small	
Staple Remover, Twin Jaws	
Tape, Masking 48mm	
Tape, Transparent, 24mm	
Trashcan with cover, (office)	
Wall Clock 14" dia. AA 1.5V battery	
Whiteboard Eraser	
Whiteboard Refill Ink, Black	
Whiteboard Marker, Black (refillable)	