



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 of SDSSU Tandag Campus”

RFQ No: 195-A

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the STF intends to apply the sum of *One Hundred Seventy One Thousand Four Hundred Ninety One Pesos and 60/100 (P 171,491.60)* being the approved Budget for the Contract (ABC) to payments for the “**Supply and Delivery of Office Supplies of SDSSU Tandag Campus**” 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	Albatros	18	pcs
2	Alcohol 70%, 500ml	67	bots.
3	Ballpen, Black	65	pcs
4	Ballpen, Blue	40	pcs
5	Ballpen, Red	40	pcs
6	Battery, AA 2 pcs/pack	9	packs
7	Battery, AAA	8	pcs
8	Bathsoap, 60g	3	pcs
9	Bar Soap, Surf	3	bar
10	Bondpaper, short, sub.20	100	ream
11	Bondpaper, A3, sub.20	5	ream
12	Bondpaper, A4, sub.20	6	ream
13	Broom, Tamboo	2	pcs
14	Candles, Colored, big @ P 50.00	5	pcs
15	Chlorine	1	kl.
16	Class Record	74	pcs
17	Clear Folder, Long (yellow)	162	pcs
18	Clear Folder, Short (yellow)	50	pcs
19	Correction Fluid 15ml	4	jar
20	Correction Pen	2	pcs
21	Data Filling Folder w/ finger ring, Side Clip, blue	100	pcs
22	Detergent Powder, 1kg.	11	packs
23	Disinfectant Spray, 600ml	5	can
24	Dishwashing Liquid, 250ml	10 bots.	bots.
25	Double Sided Tape, 1"	38	roll
26	Downy 250ml	3	bots.

27	Expanded Folder, Long	50	pcs
28	File Tray,(for bondpaper), 3 layers @ P 250.00	6	pcs
29	Filling box, double with cover, Long	10	pcs
30	Filling Folder w/ finger ring, long (red)	100	pcs
31	Finger Tip	2	pcs
32	Flower Pot @ P 50.00	10	pcs
33	Folder Long, white	150	pcs
34	Glass Cleaner, 500ml	11	bots.
35	Glue 130g	25	jar
36	Linen Paper, Long colored (assorted)	1	ream
37	Linen Paper, Long (off white)	1	ream
38	Mop, Tornado @ P 2,000.00	1	pc.
39	Note Pad, Stick on (bright colors) 1"x1", 100sheets	6	pad
40	Note Pad, Stick on (bright colors) 1/2"x2", 100sheets	20	pad
41	Note Pad, Stick on (bright colors) 3"x3", 100sheets	29	pad
42	Note Pad, Stick on (bright colors) 2"x3", 100sheets	8	pad
43	Paper Fastener, 50 sets	5	box
44	Pencil lead, w/ eraser	15	dozen
45	Permanent Marker, Black, Broad (refillable)	9	pcs
46	Permanent Marker, Black, Broad (refillable)	1	pc.
47	Permanent Marker, Refill Ink, Black	1	bot.
48	Photopaper, Glossy 20's	38	packs
49	Photo Sticker (double sided) @ P 40.00	38	packs
50	Push Pins, 100's	1	box
51	Rag Cloth, Cotton	15	pcs
52	Record Book, 300pages	10	pcs
53	Ring Binder, 3/4"	10	pcs
54	Ring Binder, 1"	10	pcs
55	Ring Binder, 2"	10	pcs
56	Rubber band, 1.0mm min thickness	2	box
57	Ruler 12", transparent	43	pcs
58	Scissors, Big	40	pcs
59	Sign pen, Black	100	pcs
60	Sign pen, Blue	80	pcs
61	Sign pen, Red	40	pcs
62	Sign pen, black (refill)	60	pcs
63	Sign pen, blue (refill)	40	pcs
64	Sign pen, red (refill)	60	pcs
65	Slipper, size 12	3	pair
66	Staple Wire # 10	5	box
67	Table Napkin, 45's/ pack	5	packs
68	Tape, Adhesive, 24mm x 50m	1	roll
69	Tape, Double Sided	1	roll
70	Tape, Packaging, 24mm	11	roll
71	Thumbtacks, 20g	10	box
72	Toilet Bowl Cleaner, 500ml	9	bots.
73	Toilet Bowl Cleaner, 250ml	3	bots.
74	Toilet Tissue, 12's/ pack, 2 ply	203	2roll
75	Towel, for bathroom, white (3x5ft), medium	10	pcs

76	Trashcan, big @ P300.00	4	pcs
77	Ultrasonic Office Aroma Humidifier Air Diffuser, 200ml (with 8 packs essential oil) @ P 2,000.00	1	unit
78	Wall Clock @ P 500.00	1	pc.
79	Whyteboard Marker, Black (refillable)	36	pcs
80	Whyteboard Refill Ink, Black	81	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 29, 2019.**
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 of SDSSU Tandag Campus" (RFQ 195-A)**
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

Sgd. FLORIIFE O. URBIZTONDO, DPA
BAC CHAIRPERSON



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Rosario, Tandag, Surigao del Sur

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QUOTATION FORM

Date: _____

RFQ No. 195-A

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	Albatros	18	pcs		
2	Alcohol 70%, 500ml	67	bots.		
3	Ballpen, Black	65	pcs		
4	Ballpen, Blue	40	pcs		
5	Ballpen, Red	40	pcs		
6	Battery, AA 2 pcs/pack	9	packs		
7	Battery, AAA	8	pcs		
8	Bathsoap, 60g	3	pcs		
9	Bar Soap, Surf	3	bar		
10	Bondpaper, short, sub.20	100	ream		
11	Bondpaper, A3, sub.20	5	ream		
12	Bondpaper, A4, sub.20	6	ream		
13	Broom, Bamboo	2	pcs		
14	Candles, Colored, big @ P 50.00	5	pcs		
15	Chlorine	1	kl.		
16	Class Record	74	pcs		
17	Clear Folder, Long (yellow)	162	pcs		
18	Clear Folder, Short (yellow)	50	pcs		
19	Correction Fluid 15ml	4	jar		
20	Correction Pen	2	pcs		
21	Data Filling Folder w/ finger ring, Side Clip, blue	100	pcs		
22	Detergent Powder, 1kg.	11	packs		
23	Disinfectant Spray, 600ml	5	can		
24	Dishwashing Liquid, 250ml	10 bots.	bots.		

25	Double Sided Tape, 1"	38	roll		
26	Downy 250ml	3	bots.		
27	Expanded Folder, Long	50	pcs		
28	File Tray,(for bondpaper), 3 layers @ P 250.00	6	pcs		
29	Filling box, double with cover, Long	10	pcs		
30	Filling Folder w/ finger ring, long (red)	100	pcs		
31	Finger Tip	2	pcs		
32	Flower Pot @ P 50.00	10	pcs		
33	Folder Long, white	150	pcs		
34	Glass Cleaner, 500ml	11	bots.		
35	Glue 130g	25	jar		
36	Linen Paper, Long colored (assorted)	1	ream		
37	Linen Paper, Long (off white)	1	ream		
38	Mop, Tornado @ P 2,000.00	1	pc.		
39	Note Pad, Stick on (bright colors) 1"x1", 100sheets	6	pad		
40	Note Pad, Stick on (bright colors) 1/2"x2", 100sheets	20	pad		
41	Note Pad, Stick on (bright colors) 3"x3", 100sheets	29	pad		
42	Note Pad, Stick on (bright colors) 2"x3", 100sheets	8	pad		
43	Paper Fastener, 50 sets	5	box		
44	Pencil lead, w/ eraser	15	dozen		
45	Permanent Marker, Black, Broad (refillable)	9	pcs		
46	Permanent Marker, Black, Broad (refillable)	1	pc.		
47	Permanent Marker, Refill Ink, Black	1	bot.		
48	Photopaper, Glossy 20's	38	packs		
49	Photo Sticker (double sided) @ P 40.00	38	packs		
50	Push Pins, 100's	1	box		
51	Rag Cloth, Cotton	15	pcs		
52	Record Book, 300pages	10	pcs		
53	Ring Binder, 3/4"	10	pcs		
54	Ring Binder, 1"	10	pcs		
55	Ring Binder, 2"	10	pcs		
56	Rubber band, 1.0mm min thickness	2	box		
57	Ruler 12", transparent	43	pcs		
58	Scissors, Big	40	pcs		
59	Sign pen, Black	100	pcs		

60	Sign pen, Blue	80	pcs		
61	Sign pen, Red	40	pcs		
62	Sign pen, black (refill)	60	pcs		
63	Sign pen, blue (refill)	40	pcs		
64	Sign pen, red (refill)	60	pcs		
65	Slipper, size 12	3	pair		
66	Staple Wire # 10	5	box		
67	Table Napkin, 45's/pack	5	packs		
68	Tape, Adhesive, 24mm x 50m	1	roll		
69	Tape, Double Sided	1	roll		
70	Tape, Packaging, 24mm	11	roll		
71	Thumbtacks, 20g	10	box		
72	Toilet Bowl Cleaner, 500ml	9	bots.		
73	Toilet Bowl Cleaner, 250ml	3	bots.		
74	Toilet Tissue, 12's/pack, 2 ply	203	2roll		
75	Towel, for bathroom, white (3x5ft), medium	10	pcs		
76	Trashcan, big @ P300.00	4	pcs		
77	Ultrasonic Office Aroma Humidifier Air Diffuser, 200ml	1	unit		
	(with 8 packs essential oil) @ P 2,000.00				
78	Wall Clock @ P 500.00	1	pc.		
79	Whyteboard Marker, Black (refillable)	36	pcs		
80	Whyteboard Refill Ink, Black	81	bots.		
	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: _____



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TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Office Supplies	
Albatros	
Alcohol 70%, 500ml	
Ballpen, Black	
Ballpen, Blue	
Ballpen, Red	
Battery, AA 2 pcs/pack	
Battery, AAA	
Bathsoap, 60g	
Bar Soap, Surf	
Bondpaper, short, sub.20	
Bondpaper, A3, sub.20	
Bondpaper, A4, sub.20	
Broom, Bamboo	
Candles, Colored, big @ P 50.00	
Chlorine	
Class Record	
Clear Folder, Long (yellow)	
Clear Folder, Short (yellow)	
Correction Fluid 15ml	
Correction Pen	
Data Filling Folder w/ finger ring, Side Clip, blue	
Detergent Powder, 1kg.	
Disinfectant Spray, 600ml	
Dishwashing Liquid, 250ml	
Double Sided Tape, 1"	

Downy 250ml	
Expanded Folder, Long	
File Tray,(for bondpaper), 3 layers @ P 250.00	
Filling box, double with cover, Long	
Filling Folder w/ finger ring, long (red)	
Finger Tip	
Flower Pot @ P 50.00	
Folder Long, white	
Glass Cleaner, 500ml	
Glue 130g	
Linen Paper, Long colored (assorted)	
Linen Paper, Long (off white)	
Mop, Tornado @ P 2,000.00	
Note Pad, Stick on (bright colors) 1"x1", 100sheets	
Note Pad, Stick on (bright colors) 1/2"x2", 100sheets	
Note Pad, Stick on (bright colors) 3"x3", 100sheets	
Note Pad, Stick on (bright colors) 2"x3", 100sheets	
Paper Fastener, 50 sets	
Pencil lead, w/ eraser	
Permanent Marker, Black, Broad (refillable)	
Permanent Marker, Black, Broad (refillable)	
Permanent Marker, Refill Ink, Black	
Photopaper, Glossy 20's	
Photo Sticker (double sided) @ P 40.00	
Push Pins, 100's	
Rag Cloth, Cotton	
Record Book, 300pages	
Ring Binder, 3/4"	
Ring Binder, 1"	
Ring Binder, 2"	
Rubber band, 1.0mm min thickness	
Ruler 12", transparent	
Scissors, Big	

Sign pen, Black	
Sign pen, Blue	
Sign pen, Red	
Sign pen, black (refill)	
Sign pen, blue (refill)	
Sign pen, red (refill)	
Slipper, size 12	
Staple Wire # 10	
Table Napkin, 45's/pack	
Tape, Adhesive, 24mm x 50m	
Tape, Double Sided	
Tape, Packaging, 24mm	
Thumbtacks, 20g	
Toilet Bowl Cleaner, 500ml	
Toilet Bowl Cleaner, 250ml	
Toilet Tissue, 12's/pack, 2 ply	
Towel, for bathroom, white (3x5ft), medium	
Trashcan, big @ P300.00	
Ultrasonic Office Aroma Humidifier Air Diffuser, 200ml	
(with 8 packs essential oil) @ P 2,000.00	
Wall Clock @ P 500.00	
Whyteboard Marker, Black (refillable)	
Whyteboard Refill Ink, Black	