



Republic of the Philippines  
**SURIGAO DEL SUR STATE UNIVERSITY**  
Rosario, Tandag, Surigao del Sur  
Tel. no.: 086-214-2744  
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Bids and Awards Committee on Goods

**REQUEST FOR QUOTATION (RFQ)**

**“Supply and Delivery of Office Supplies”**

RFQ No: 258

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the GAA intends to apply the sum of *Ninety One Thousand Four Hundred Thirty Five Pesos Only (P 187,520.00)* 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
	<b>Supply and Delivery of Office Supplies</b>		
1	Ballpen, black	182	Pcs
2	Ballpen, blue	182	Pcs
3	Ballpen, Red	70	Pcs
4	Battery, AA	9	Pcs
5	Bathsoap, (family size)	34	pcs
6	Bond Paper, sub-20, short	151	Ream
7	Broom, bamboo (soft)	19	Pcs
8	Broom, stick (tingting)	15	Pcs
9	Canon Paper, sky blue	2	Packs
10	Candle Big @ P 300.00	10	Pcs
11	Class Record	50	Pcs
12	Correction Tape	62	Pcs
13	Correction Fluid, waterbased	5	Bots
14	Clear Folder, long (blue)	272	Pcs
15	Clear Folder, short (blue)	12	Pcs

16	Double Sided Tape 1"	35	Rolls
17	Data Filing Folder with finger ring, long, double (75mmx30mmx180mm)	50	Pcs
18	Dishwashing Liquid,250ml	15	Bots
19	Extension Wire (10m, 3 gang)	7	Pcs
20	Expanded Folder, long (green)	417	Pcs
21	Fabric Conditioner 250ml	3	Bots
22	Feather Duster	2	Pcs
23	Filing Box, double with cover, long	80	Pcs
24	Folder, long white 14 pts.	45	Pcs
25	Folder, long white,14pts. (by pack)100's	3	Pack
26	Floor Mop	3	Pcs
27	Floor Wax, big (red dye) @ P 350.00	10	Can
28	Flourescent Marker (orange, pnk & sky blue	30	Pcs
29	Glass Cleaner, 250ml	12	Bots
30	Glue, Big 130g	37	jar
31	LED Lights Bulbs 18 watts	9	Pcs
32	Linen Paper, colored 20's	10	Packs
33	Linen Paper, white 20's	10	Packs
34	Memo Pad	60	Pcs
35	Paper Fastener (50 sets)	58	Box
36	Parchment Paper	4	Reams
37	Mechanical Sharpener	2	Pcs
38	Permanent Marker, black, broad	7	Pcs
39	Permanent Marker, blue, broad	2	Pcs
40	Permanent Marker, red, blue	2	Pcs
41	Permanent Marker, refill ink, black	6	Bots
42	Permanent Marker, refill ink, blue	2	Bots
43	Permanent Marker, refill ink, red	2	Bots
44	Post it Labels sheets (1 x 1)	10	Pcs
45	Photopaper, Glossy 20's	20	Packs
46	Rack (for Bondpare)	2	Pcs

47	Rechargeable Battery +AA	1	Pc
48	Rechargeable Battery Charger +AA	1	Pc
49	Ring Binder, #1	20	Pcs
50	Ring Binder, 1/2	40	Pcs
51	Ring Binder, 3/4	40	Pcs
52	Ring Binder, 6mm 1/4" 30 sheets	10	Pcs
53	Ring Binder, 8mm 1/4" 30 sheets	10	Pcs
54	Ring Binder, 10mm 1/4" 30 sheets	10	Pcs
55	Ring Binder, 12mm 1/4" 30 sheets	10	Pcs
56	Ring Binder, 14mm 1/4" 30 sheets	10	Pcs
57	Ring Binder, 16mm 1/4" 30 sheets	10	Pcs
58	Ring Binder, 18mm 1/4" 30 sheets	10	Pcs
59	Ring Binder, 20mm 1/4" 30 sheets	10	Pcs
60	Ring Binder, 22mm 1/4" 30 sheets	10	Pcs
61	Sign Pen, Black	128	Pcs
62	Sig Pen, Blue	48	Pcs
63	Sign Pen, red	60	Pcs
64	Sign Pen, Black (refill)	80	Pcs
65	Sign Pen, Blue (refill)	5	Pcs
66	Sign Pen, Red (refill)	50	Pcs
67	Stamping Pad, ink	6	Bots
68	Stapler # 10	5	Pcs
69	Stapler with remover # 35	29	Pcs
70	Staple wire # 35, 500 pcs	55	Box
71	Staple wire # 10, 500 pcs	15	Box
72	Staple Remover, twin jaws	4	Pcs
73	Tape Transparent, 24mm	20	Rolls
74	Thumbtacks (small box), 20g	50	Box
75	Thumbtacks (small box), 20 grams	50	Box
76	Tissue Paper, 2 ply	269	Rolls
77	Toilet Bowl Cleaner, 500 ml	13	Bots

78	Albatros	5	Pcs
79	Trashcan with cover, (office) small	12	Pcs
80	Whiteboard Eraser	83	Pcs
81	Whiteboard Refill Ink, Blue	2	Bots
82	Whiteboard Refill Ink, Black	97	Bots
83	Whiteboard Refill Ink, Red	2	Bots
84	Whiteboard Marker Pen, Black, Broad	131	Pcs
85	Whiteboard Marker Pen, Blue, Broad	2	Pcs
86	Whiteboard Marker Pen, Red, Broad	2	Pcs
87	Zonrox, white	3	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, Main Campus, Rosario Tandag City, Surigao del Sur not later than 10:00 AM of **July 25, 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. 258)."**
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**  
*BAC CHAIRMAN*



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### QUOTATION FORM

Date: \_\_\_\_\_  
RFQ No. 258

#### 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
	<b>Supply and Delivery of Office Supplies</b>				
1	Ballpen, black	182	Pcs		
2	Ballpen, blue	182	Pcs		
3	Ballpen, Red	70	Pcs		
4	Battery, AA	9	Pcs		
5	Bathsoap, (family size)	34	pcs		
6	Bond Paper, sub-20, short	151	Ream		
7	Broom, bamboo (soft)	19	Pcs		
8	Broom, stick (tingting)	15	Pcs		
9	Canon Paper, sky blue	2	Packs		
10	Candle Big @ P 300.00	10	Pcs		
11	Class Record	50	Pcs		
12	Correction Tape	62	Pcs		
13	Correction Fluid, waterbased	5	Bots		
14	Clear Folder, long (blue)	272	Pcs		
15	Clear Folder, short (blue)	12	Pcs		
16	Double Sided Tape 1"	35	Rolls		
17	Data Filing Folder with finger ring, long, double (75mmx30mmx180mm)	50	Pcs		
18	Dishwashing Liquid,250ml	15	Bots		
19	Extension Wire (10m, 3 gang)	7	Pcs		
20	Expanded Folder, long (green)	417	Pcs		

21	Fabric Conditioner 250ml	3	Bots		
22	Feather Duster	2	Pcs		
23	Filling Box, double with cover, long	80	Pcs		
24	Folder, long white 14 pts.	45	Pcs		
25	Folder, long white,14pts. (by pack)100's	3	Pack		
26	Floor Mop	3	Pcs		
27	Floor Wax, big (red dye) @ P 350.00	10	Can		
28	Flourescent Marker (orange, pnk & sky blue	30	Pcs		
29	Glass Cleaner, 250ml	12	Bots		
30	Glue, Big 130g	37	jar		
31	LED Lights Bulbs 18 watts	9	Pcs		
32	Linen Paper, colored 20's	10	Packs		
33	Linen Paper, white 20's	10	Packs		
34	Memo Pad	60	Pcs		
35	Paper Fastener (50 sets)	58	Box		
36	Parchment Paper	4	Ream s		
37	Mechanical Sharpener	2	Pcs		
38	Permanent Marker, black, broad	7	Pcs		
39	Permanent Marker, blue, broad	2	Pcs		
40	Permanent Marker, red, blue	2	Pcs		
41	Permanent Marker, refill ink, black	6	Bots		
42	Permanent Marker, refill ink, blue	2	Bots		
43	Permanent Marker, refill ink, red	2	Bots		
44	Post it Labels sheets (1 x 1)	10	Pcs		
45	Photopaper, Glossy 20's	20	Packs		
46	Rack (for Bondpare)	2	Pcs		
47	Rechargeable Battery +AA	1	Pc		
48	Rechargeable Battery Charger +AA	1	Pc		
49	Ring Binder, #1	20	Pcs		
50	Ring Binder, 1/2	40	Pcs		
51	Ring Binder, 3/4	40	Pcs		
52	Ring Binder,6mm 1/4" 30 sheets	10	Pcs		
53	Ring Binder, 8mm 1/4" 30 sheets	10	Pcs		
54	Ring Binder, 10mm 1/4" 30 sheets	10	Pcs		
55	Ring Binder, 12mm 1/4" 30 sheets	10	Pcs		

56	Ring Binder,14mm ¼" 30 sheets	10	Pcs		
57	Ring Binder, 16mm ¼" 30 sheets	10	Pcs		
58	Ring Binder, 18mm ¼" 30 sheets	10	Pcs		
59	Ring Binder, 20mm ¼" 30 sheets	10	Pcs		
60	Ring Binder, 22mm ¼" 30 sheets	10	Pcs		
61	Sign Pen, Black	128	Pcs		
62	Sig Pen, Blue	48	Pcs		
63	Sign Pen, red	60	Pcs		
64	Sign Pen, Black (refill)	80	Pcs		
65	Sign Pen, Blue (refill)	5	Pcs		
66	Sign Pen, Red (refill)	50	Pcs		
67	Stamping Pad, ink	6	Bots		
68	Stapler # 10	5	Pcs		
69	Stapler with remover # 35	29	Pcs		
70	Stapke wire # 35, 500 pcs	55	Box		
71	Staple wire # 10,500 pcs	15	Box		
72	Staple Remover, twin jaws	4	Pcs		
73	Tape Transparent, 24mm	20	Rolls		
74	Thumbtacks (small box), 20g	50	Box		
75	Thumbtacks (small box), 20 grams	50	Box		
76	Tissue Paper, 2 ply	269	Rolls		
77	Toilet Bowl Cleaner, 500 ml	13	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: \_\_\_\_\_





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**TECHNICAL SPECIFICATIONS**

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
<b>Supply and Delivery of Office Supplies</b>	
Ballpen, black	
Ballpen, blue	
Ballpen, Red	
Battery, AA	
Bathsoap, (family size)	
Bond Paper, sub-20, short	
Broom, bamboo (soft)	
Broom, stick (tingting)	
Canon Paper, sky blue	
Candle Big @ P 300.00	
Class Record	
Correction Tape	
Correction Fluid, waterbased	
Clear Folder, long (blue)	
Clear Folder, short (blue)	
Double Sided Tape 1"	
Data Filing Folder with finger ring, long, double (75mmx30mmx180mm)	
Dishwashing Liquid,250ml	
Extension Wire (10m, 3 gang)	
Expanded Folder, long (green)	
Fabric Conditioner 250ml	
Feather Duster	
Filling Box, double with cover, long	
Folder, long white 14 pts.	
Folder, long white,14 pts. (by pack)100's	
Floor Mop	
Floor Wax, big (red dye) @ P 350.00	
Flourescent Marker (orange, pnk & sky blue	
Glass Cleaner, 250ml	
Glue, Big 130g	
LED Lights Bulbs 18 watts	
Linen Paper, colored 20's	
Linen Paper, white 20's	
Memo Pad	
Paper Fasterner (50 sets)	
Parchment Paper	
Mechanical Sharpener	
Permanent Marker, black, broad	

Permanent Marker, blue, broad	
Permanent Marker, red, blue	
Permanent Marker, refill ink, black	
Permanent Marker, refill ink, blue	
Permanent Marker, refill ink, red	
Post it Labels sheets (1 x 1)	
Photopaper, Glossy 20's	
Rack (for Bondpare)	
Rechargeable Battery +AA	
Rechargeable Battery Charger +AA	
Ring Binder, #1	
Ring Binder, 1/2	
Ring Binder, 3/4	
Ring Binder, 6mm 1/4" 30 sheets	
Ring Binder, 8mm 1/4" 30 sheets	
Ring Binder, 10mm 1/4" 30 sheets	
Ring Binder, 12mm 1/4" 30 sheets	
Ring Binder, 14mm 1/4" 30 sheets	
Ring Binder, 16mm 1/4" 30 sheets	
Ring Binder, 18mm 1/4" 30 sheets	
Ring Binder, 20mm 1/4" 30 sheets	
Ring Binder, 22mm 1/4" 30 sheets	
Sign Pen, Black	
Sign Pen, Blue	
Sign Pen, red	
Sign Pen, Black (refill)	
Sign Pen, Blue (refill)	
Sign Pen, Red (refill)	
Stamping Pad, ink	
Stapler # 10	
Stapler with remover # 35	
Staple wire # 35, 500 pcs	
Staple wire # 10, 500 pcs	
Staple Remover, twin jaws	
Tape Transparent, 24mm	
Thumbtacks (small box), 20g	
Thumbtacks (small box), 20 grams	
Tissue Paper, 2 ply	
Toilet Bowl Cleaner, 500 ml	