



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: 259

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the *STF* intends to apply the sum of *Ninety One Thousand Four Hundred Thirty Five Pesos Only (P 91,435.00)* 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	Ballpen, Black	105	Pcs
2	Ballpen, blue	100	Pcs
3	Ballpen, Red	100	Pcs
4	Bond Paper, short, sub 20	100	Reams
5	Calculator, big	2	Pcs
6	Cartolina (Assorted colors)	200	Pcs
7	Cartolina, White	2	Packs
8	Correction, Pen	1	Pc
9	Correction Tape	20	Pcs
10	Correction Fluid, waterbased	5	Bots
11	Class Record	50	Pcs
12	Double Sided Tape	10	Rolls
13	Executive Chairs, high back chairs (black)	4	Pcs
14	Expanded Folder, long	100	Pcs
15	Extension Wire (10m, 3 gang outlet)	4	Pcs

16	Filling Box, double with cover long	50	Pcs
17	Folder Long, white 14 pts.	100	Pcs
18	Floor wax 1kg	2	Can
19	Glue 130g	10	Bots
20	Linen paper, colored 20's	5	Packs
21	Linen Paper, white 20's	5	Packs
22	Memo Pad	20	Pcs
23	Paper Fastener, 50 sets	20	Box
24	Parchment Paper, 500's	2	Reams
25	Pencil Sharpener, small	10	Pcs
26	Permanent Marker, black, broad	2	Pcs
27	Permanent Marker, blue broad	2	Pcs
28	Permanent Marker, red, broad	2	Pcs
29	Permanent Marker, refill ink, blue	2	Bots
30	Permanent Marker, refill ink, red	2	Bots
31	Photopaper, glossy 20's	4	Packs
32	Staple wire # 35, 500 pcs	3	Box
33	Sign Pen, black	101	Pcs
34	Sign Pen, blue	100	Pcs
35	Sign Pen, red	100	Pcs
36	Sign Pen, black (refill)	85	Pcs
37	Tape, transparent, 24mm	10	Rolls
38	Tape, transparent, 48mm	10	rolls

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. 259).”**
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. 259

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	Ballpen, Black	105	Pcs		
2	Ballpen, blue	100	Pcs		
3	Ballpen, Red	100	Pcs		
4	Bond Paper, short, sub 20	100	Reams		
5	Calculator, big	2	Pcs		
6	Cartolina (Assorted colors)	200	Pcs		
7	Cartolina, White	2	Packs		
8	Correction, Pen	1	Pc		
9	Correction Tape	20	Pcs		
10	Correction Fluid, waterbased	5	Bots		
11	Class Record	50	Pcs		
12	Double Sided Tape	10	Rolls		
13	Executive Chairs, high back chairs (black)	4	Pcs		
14	Expanded Folder, long	100	Pcs		
15	Extension Wire (10m, 3 gang outlet)	4	Pcs		
16	Filling Box, double with cover long	50	Pcs		
17	Folder Long, white 14 pts.	100	Pcs		
18	Floor wax 1kg	2	Can		
19	Glue 130g	10	Bots		
20	Linen paper, colored 20's	5	Packs		

21	Linen Paper, white 20's	5	Packs		
22	Memo Pad	20	Pcs		
23	Paper Fastener, 50 sets	20	Box		
24	Parchment Paper,500's	2	Reams		
25	Pencil Sharpener, small	10	Pcs		
26	Permanent Marker, black, broad	2	Pcs		
27	Permanent Marker, blue broad	2	Pcs		
28	Permanent Marker, red, broad	2	Pcs		
29	Permanent Marker, refill ink, blue	2	Bots		
30	Permanent Marker, refill ink, red	2	Bots		
31	Photopaper, glossy 20's	4	Packs		
32	Staple wire # 35, 500 pcs	3	Box		
33	Sign Pen, black	101	Pcs		
34	Sign Pen, blue	100	Pcs		
35	Sign Pen, red	100	Pcs		
36	Sign Pen, black (refill)	85	Pcs		
37	Tape, transparent, 24mm	10	Rolls		
38	Tape, transparent, 48mm	10	rolls		

- 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")
Supply and Delivery of Office Supplies	
Ballpen, Black	
Ballpen, blue	
Ballpen, Red	
Bond Paper, short, sub 20	
Calculator, big	
Cartolina (Assorted colors)	
Cartolina, White	
Correction, Pen	
Correction Tape	
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