



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: 286

1. The Surigao del Sur State University (SDSSU) – Tandag Campus, through the *STF* intends to apply the sum of *Ninety Two Thousand One Hundred Twenty Seven Pesos & 10/100 (P 92,127.10)* 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	Alcohol, 500ml	26	bots.
2	Ballpen, Black	70	pcs
3	Battery, AA size	6	pcs
4	Battery, AAA size	8	pcs
5	Bondpaper, Short, sub.20	42	ream
6	Canon Laid Bond, (8.5x11), color: Ivory 85gsm	1	ream
7	Cellophane Bag, Large	1	pack
8	Correction Fluid, 15ml	6	bots.
9	Correction Pen	3	pcs
10	Detergent Powder Soap, 1kg	1	pack
11	Dishwashing Liquid, 500ml	3	bots.
12	Double Side Tape 1"	4	roll
13	DVD+RW 4.7GB with case	20	pcs
14	Envelop, Plastic, Long	60	pcs
15	Expanded Envelope, Long, white	50	pcs
16	Expanded Folder, Long, white	140	pcs

17	Filling Box, double with cover, Long	25	pcs
18	Filling Folder with Finger Ring, Red, Long, vertical	125	pcs
19	Folder, Long white 14pts.	55	pcs
20	Folder, Tagboard, Legal white	1	pack
21	Floor Wax, 900grams	8	can
22	Glass Cleaner, 500ml	2	bots.
23	Insecticide Spray, 600ml	5	bots.
24	Linen Paper, Long 20's	5	pack
25	Liquid Hand Soap,500ml	2	Bots
26	Mop Head, Rotating @ P 200.00	2	Pcs
27	Paper Clip, Jumbo	9	Box
28	Paper Fastener, 50sets	8	Box
29	Pencil lead w/ eraser	64	Pcs
30	Permanent Marker, Black, Broad	21	Pcs
31	Photopaper, Glossy 20's,120gsm	17	Pack
32	Photo Sticker	12	Pack
33	Puncher, heavy duty	6	Pcs
34	Push Pins	3	Box
35	Refill Ink, Whiteboard Marker, Black	5	Bots
36	Rubber Band, no.16	1	Box
37	Sign Pen, Black	70	Pcs
38	Sign Pen, Red	20	Pcs
39	Scissor, Big	12	Pcs
40	Special Paper, (8.5x11), 210gsm, assorted color 20's	10	Pack
41	Special Paper, (8.5x13), 210gsm, assorted color 20's	10	Pack
42	Stapler no.35 with remover	8	Pcs
43	Staple Wire no, 35	5	box
44	Staple Remover, Twin Jaws	4	pcs
45	Sticky Note,Post-It 2x3, (pink)	28	Pads
46	Tabbing Letters	80	Box
47	Tape, Dispenser	1	Pc

48	Tape, Masking 1", 24mm	4	Roll
49	Tape, Packing 2", 48mm	8	Roll
50	Tape, Transparent 1", 24mm	5	Roll
51	Tape, Transparent 2", 48mm	7	Roll
52	Thumbtack, 20g	4	Box
53	Trashbin, Plastic @ P 260.00	9	Pcs
54	Toilet Paper, 2 ply	55	Roll
55	Wiper (for window glass)	2	Pcs
56	Whiteboard marker, Black (refillable)	57	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 August 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 No. 286)."**
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, DPA
BAC CHAIRMAN



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QUOTATION FORM

Date: _____

RFQ No. 286

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	Alcohol, 500ml	26	bots.		
2	Ballpen, Black	70	pcs		
3	Battery, AA size	6	pcs		
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5	Bondpaper, Short, sub.20	42	ream		
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9	Correction Pen	3	pcs		
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24	Linen Paper, Long 20's	5	pack		
25	Liquid Hand Soap,500ml	2	Bots		
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28	Paper Fastener, 50sets	8	Box		
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46	Tabbing Letters	80	Box		
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48	Tape, Masking 1", 24mm	4	Roll		
49	Tape, Packing 2", 48mm	8	Roll		
50	Tape, Transparent 1", 24mm	5	Roll		
51	Tape, Transparent 2", 48mm	7	Roll		
52	Thumbtack, 20g	4	Box		
53	Trashbin, Plastic @ P 260.00	9	Pcs		
54	Toilet Paper, 2 ply	55	Roll		
55	Wiper (for window glass)	2	Pcs		
56	Whiteboard marker, Black (refillable)	57	pcs		

- 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	
Alcohol, 500ml	
Ballpen, Black	
Battery, AA size	
Battery, AAA size	
Bondpaper, Short, sub.20	
Canon Laid Bond, (8.5x11), color: Ivory 85gsm	
Cellophane Bag, Large	
Correction Fluid, 15ml	
Correction Pen	
Detergent Powder Soap, 1kg	
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