



Republic of the Philippines  
**SURIGAO DL SUR STAT UNIVERSITY**  
*osario, Tadao, Surigao del Sur*  
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Bids and Awards Committee on Goods

**REQUEST FOR QUOTATION (RFQ)**

**“Supply and Delivery of Office Supplies of SDSSU Cantilan Campus”**

RFQ No: 29

1. The Surigao del Sur State University (SDSSU) – Cantilan Campus, through the *STF* intends to apply the sum of *Two Hundred Sixty Six Thousand Three Hundred Eighteen Pesos Only (P 266,318.00* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Office Supplies of SDSSU Cantilan 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
1	Bond Paper, short	55	Reams
2	Bond Paper A4	82	Reams
3	Neon paper Long	13	Reams
4	Battery Double AAA	9	pcs
5	Linen Board Short (white)	3	Packs
6	Line Board Long (White)	18	Packs
7	Sticker paper	19	Packs
8	Photo Paper	16	Packs
9	G-Tech C4 Black Bllpen, 0.05	39	Pcs
10	G-Tech C4 Black 0.05 Refill	44	Pcs
11	Hi Tech 0.05 sign pen black	12	Pcs
12	G-tech Blue 0.05	6	Pcs
13	G-Tech Blue 0 .05 Refill	21	pcs
14	G-tech Red 0.05	3	Pcs
15	G-Tech Red 0.05 Refill	19	Pcs
16	My Gel Pen (Black)	122	pcs
17	Ballpen Black 0.4	4	Doz
18	Ballpen Red 0.4	2	Doz
19	My Gel Refill (Black)	27	pcs
20	My Gel Pen (Red) 0.5mm	43	pcs
21	Post it Note	36	Packs
22	Class Record	53	pcs
23	Class Record (Senior High)	15	Pcs

24	Small Logbooks	2	Pcs
25	Trash Bins	12	Pcs
26	Feather Duster	3	Pcs
27	Walis Tamboo	28	Pcs
28	White Board Marker (Refillable/black)	188	Pcs
29	White Board Marker (Refillable/blue)	156	Pcs
30	White Board Marker (Refillable/Red)	40	Pcs
31	Refill Ink (Permanent Marker Black)	1	Bot
32	Refill Ink (Permanent Marker Red)	1	Bot
33	Refill Ink (Permanent Marker Blue)	27	Bot
34	Refill Ink (White Board Marker)	8	Bot
35	HBW Red Ballpen	105	Pcs
36	Ballpen 0.7 Smooth Ink Black/Blue	15	Pcs
37	Ballpen Ordinary Black	160	Pcs
38	Black Ballpen 0.4	50	Pcs
39	Hand Cranked Pencil Sharpener	1	Pcs
40	Mongol Pencil (12 pcs)#2	3	Boxes
41	Post-It Colored	5	Packs
42	Packging tape 3"	17	Rolls
43	Scotch Tape Small	6	Rolls
44	Double Sided Tape (small)	7	Rolls
45	IT Portable Hard Drive	1	Unit
46	Expandable Folder	90	Pcs
47	Epson Black Ink	13	Bot
48	Epson Ink #664	3	Set
49	Epson Ink Ecotank 003 Blk, C, M, Y	4	Bot
50	Folder Rack	6	Pcs
51	Liquid Eraser	2	Pcs
52	Correction Pen	13	Pcs
53	Scissors Big	30	Pcs
54	Scissors Small	9	Pcs
55	White Glue 130g	3	Pcs
56	Big Elmers Glue 130g	72	Pcs
57	USB 16GB	24	Pcs
58	USB 32 GB	35	Pcs
59	USB 64 GB	9	Pcs
60	OTG Flash Drive 64GB	3	Pcs
61	Staple Wire #35	11	Boxes
62	Staple Wire #10	8	BOXES
63	Stapler Big Heavy Duty	9	Pcs
64	Scientific Calculator	5	Pcs
65	Caculator Solar	2	Pcs
66	Colored Chalk	1	Boxes

67	Plastic Enveloped Long	6	Pcs
68	3 x 4 Cord Board w/ frame	1	Pcs
69	Straight Edge or Ruler, Big	1	Pc
70	Wax	8	Can
71	Adaptor	7	Pcs
72	Multi Purpose Box, long	10	Pcs
73	Log Book	3	Pcs
74	Mega Filing Box (Big) with cover	34	Pcs
75	Technical Pen	1	Set
76	Slim Fast Power Bank Charge 20000 Mah	2	Pcs
77	HDD	1	Unit
78	Lapel	1	Unit
79	Speaker	2	Unit
80	Audio Speaker	2	Unit
81	HDMI Cord	2	Pc
82	Antivirus (Double user for Internet & USB)	1	Unit
83	Omni Extension Cord (5 meters)	1	Meters
84	External CD Player	1	Unit
85	Extension Wire (Heavy Duty M) 5 meters	1	Meters
86	Extension Wire w/ 4 outlet (10 meters)	3	Meters
87	Neon Paper (short size)	5	Ream
88	Short Folder (white)	20	Pcs
89	My Gel Blue Pen	15	Pcs
90	My Gel Refill Pen	15	Pcs
91	My Gel Refill Blue	2	Pc
92	Envelope Long Brown	55	Pc
93	Envelope Short Brown 5	5	Pc
94	Post it Pad (small)	5	Pad
95	Ink Red (for white board)	20	Bot
96	Ink Blue ( for white board)	20	Bot
97	Ballpen Red (Ordinary)	19	Pc
98	Ballpen Blue (Ordinary)	12	Pc
99	Liquid Gel Black (Ballpen)	15	Pc
100	Liquid Gel Blue (Ballpen)	15	Pc
101	Cover Slips	1	Pc
102	Office Organizer	1	Pc
103	Index Card	1	Box
104	G-Tech Black (0.3)	35	Pc
105	G-Tech (Blue) 0.3	20	Pc
106	G-Tech (Blue) 0.3 Refill	8	Pc
107	G-tech Black 0.3 Refill	8	Pc
108	G-tech Red 0.3	15	Pc
109	Special paper	8	Pack

110	Puncher	6	Pc
111	Notebook Spring (100 leaves)	9	Pc
112	Cover Cellophane (2 meters)	2	Pc
113	Expanded Envelopes	10	Pc
114	Access File Box w/o cover	6	Box
115	Refill Ink Printer (Epson colored)	2	Bot
116	Expanded Folder Short	5	Pc
117	Ballpen HBW Matrix OG-5 black	5	Pcs
118	Ballpen HBW OG-5 Blue	5	Pcs
119	Scotch Tape w/ Dispenser	6	Pcs
120	Paper Clamp	10	Pcs
121	Mediacl Gloves (Rubber)	1	Box
122	Face Mask	1	Box
123	Glass Slides	1	Box

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, Cantilan Campus, Cantilan, Surigao del Sur not later than 10:00 AM of *May 22, 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 Cantilan Campus**" (RFQ No. 29).
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)-Cantilan Campus, Cantilan, 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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**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. 29

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)

<b>Item No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
1	Bond Paper, short	55	Reams		
2	Bond Paper A4	82	Reams		
3	Neon paper Long	13	Reams		
4	Battery Double AAA	9	pcs		
5	Linen Board Short (white)	3	Packs		
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33	Refill Ink (Permanent Marker Blue)	27	Bot		
34	Refill Ink (White Board Marker)	8	Bot		
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36	Ballpen 0.7 Smooth Ink Black/Blue	15	Pcs		
37	Ballpen Ordinary Black	160	Pcs		
38	Black Ballpen 0.4	50	Pcs		
39	Hand Cranked Pencil Sharpener	1	Pcs		
40	Mongol Pencil (12 pcs)#2	3	Boxes		
41	Post-It Colored	5	Packs		
42	Packging tape 3"	17	Rolls		
43	Scotch Tape Small	6	Rolls		
44	Double Sided Tape (small)	7	Rolls		
45	IT Portable Hard Drive	1	Unit		
46	Expandable Folder	90	Pcs		
47	Epson Black Ink	13	Bot		
48	Epson Ink #664	3	Set		
49	Epson Ink Ecotank 003 Blk, C, M, Y	4	Bot		
50	Folder Rack	6	Pcs		
51	Liquid Eraser	2	Pcs		
52	Correction Pen	13	Pcs		
53	Scissors Big	30	Pcs		
54	Scissors Small	9	Pcs		
55	White Glue 130g	3	Pcs		
56	Big Elmers Glue 130g	72	Pcs		
57	USB 16GB	24	Pcs		
58	USB 32 GB	35	Pcs		
59	USB 64 GB	9	Pcs		

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68	3 x 4 Cord Board w/ frame	1	Pcs		
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70	Wax	8	Can		
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72	Multi Purpose Box, long	10	Pcs		
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77	HDD	1	Unit		
78	Lapel	1	Unit		
79	Speaker	2	Unit		
80	Audio Speaker	2	Unit		
81	HDMI Cord	2	Pc		
82	Antivirus (Double user for Internet & USB)	1	Unit		
83	Omni Extension Cord (5 meters)	1	Meters		
84	External CD Player	1	Unit		
85	Extension Wire (Heavy Duty M) 5 meters	1	Meters		
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106	G-Tech (Blue) 0.3 Refill	8	Pc		
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108	G-tech Red 0.3	15	Pc		
109	Special paper	8	Pack		
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111	Notebook Spring (100 leaves)	9	Pc		
112	Cover Cellophane (2 meters)	2	Pc		
113	Expanded Envelopes	10	Pc		
114	Access File Box w/o cover	6	Box		
115	Refill Ink Printer (Epson colored)	2	Bot		
116	Expanded Folder Short	5	Pc		
117	Ballpen HBW Matrix OG-5 black	5	Pcs		
118	Ballpen HBW OG-5 Blue	5	Pcs		
119	Scotch Tape w/ Dispenser	6	Pcs		
120	Paper Clamp	10	Pcs		
121	Mediacl Gloves (Rubber)	1	Box		
122	Face Mask	1	Box		
123	Glass Slides	1	Box		
	<b>Total</b>				

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the fifteen (15) calendar 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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*E-mail: sdssu\_bac@yahoo.com*

**TECHNICAL SPECIFICATIONS**

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Bond Paper, short	
Bond Paper A4	
Neon paper Long	
Battery Double AAA	
Linen Board Short (white)	
Line Board Long (White)	
Sticker paper	
Photo Paper	
G-Tech C4 Black Bllpen, 0.05	
G-Tech C4 Black 0.05 Refill	
Hi Tech 0.05 sign pen black	
G-tech Blue 0.05	
G-Tech Blue 0 .05 Refill	
G-tech Red 0.05	
G-Tech Red 0.05 Refill	
My Gel Pen (Black)	
Ballpen Black 0.4	
Ballpen Red 0.4	
My Gel Refill (Black)	
My Gel Pen (Red) 0.5mm	
Post it Note	
Class Record	
Class Record (Senior High)	

Small Logbooks	
Trash Bins	
Feather Duster	
Walis Tamboo	
White Board Marker (Refillable/black)	
White Board Marker (Refillable/blue)	
White Board Marker (Refillable/Red)	
Refill Ink (Permanent Marker Black)	
Refill Ink (Permanent Marker Red)	
Refill Ink (Permanent Marker Blue)	
Refill Ink (White Board Marker)	
HBW Red Ballpen	
Ballpen 0.7 Smooth Ink Black/Blue	
Ballpen Ordinary Black	
Black Ballpen 0.4	
Hand Cranked Pencil Sharpener	
Mongol Pencil (12 pcs)#2	
Post-It Colored	
Packging tape 3"	
Scotch Tape Small	
Double Sided Tape (small)	
IT Portable Hard Drive	
Expandable Folder	
Epson Black Ink	
Epson Ink #664	
Epson Ink Ecotank 003 Blk, C, M, Y	
Folder Rack	
Liquid Eraser	
Correction Pen	
Scissors Big	
Scissors Small	

White Glue 130g	
Big Elmers Glue 130g	
USB 16GB	
USB 32 GB	
USB 64 GB	
OTG Flash Drive 64GB	
Staple Wire #35	
Staple Wire #10	
Stapler Big Heavy Duty	
Scientific Calculator	
Calculator Solar	
Colored Chalk	
Plastic Enveloped Long	
3 x 4 Cord Board w/ frame	
Straight Edge or Ruler, Big	
Wax	
Adaptor	
Multi Purpose Box, long	
Log Book	
Mega Filing Box (Big) with cover	
Technical Pen	
Slim Fast Power Bank Charge 20000 Mah	
HDD	
Lapel	
Speaker	
Audio Speaker	
HDMI Cord	
Antivirus (Double user for Internet & USB)	
Omni Extension Cord (5 meters)	
External CD Player	
Extension Wire (Heavy Duty M) 5 meters	

Extension Wire w/ 4 outlet (10 meters)	
Neon Paper (short size)	
Short Folder (white)	
My Gel Blue Pen	
My Gel Refill Pen	
My Gel Refill Blue	
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Envelope Short Brown 5	
Post it Pad (small)	
Ink Red (for white board)	
Ink Blue ( for white board)	
Ballpen Red (Ordinary)	
Ballpen Blue (Ordinary)	
Liquid Gel Black (Ballpen)	
Liquid Gel Blue (Ballpen)	
Cover Slips	
Office Organizer	
Index Card	
G-Tech Black (0.3)	
G-Tech (Blue) 0.3	
G-Tech (Blue) 0.3 Refill	
G-tech Black 0.3 Refill	
G-tech Red 0.3	
Special paper	
Puncher	
Notebook Spring (100 leaves)	
Cover Cellophane (2 meters)	
Expanded Envelopes	
Access File Box w/o cover	
Refill Ink Printer (Epson colored)	
Expanded Folder Short	

Ballpen HBW Matrix OG-5 black	
Ballpen HBW OG-5 Blue	
Scotch Tape w/ Dispenser	
Paper Clamp	
Mediacl Gloves (Rubber)	
Face Mask	
Glass Slides	