



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](mailto:sdssu_bac@yahoo.com)

Bids and Awards Committee on Goods

**REQUEST FOR QUOTATION (RFQ)**

**“Supply and Delivery of Office Supplies for Intramurals 2018”**

RFQ No: 328

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the STF intends to apply the sum of *Seventy Eight Thousand Three Hundred Twenty Pesos Only (P 78,320.00)* being the approved Budget for the Contract (ABC) to payments for the “**Supply and Delivery of Office Supplies for Intramurals 2018**” 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>Office Supplies</b>	<b>1 lot</b>	
1	Ballpen, Black	50 pcs	
2	Ballpen, Black 12's/box	1 box	
3	Balloons	10 pack	
4	Battery, AA	6 pcs	
5	Bondpaper, short, sub.20	4 ream	
6	Brown Envelope, Long	100 pcs	
7	Brown Envelope, Short	50 pcs	
8	Basin @ P 200.00	4 pcs	
9	Card Board @ P 20.00	20 pcs	
10	Certificate Holder, short @ P 70.00	39 pcs	
11	Certificate Holder, long @ P 70.00	39 pcs	
12	Certificate Paper, short 20's	10 pack	
13	Charcoal Pencil	8 pcs	
14	Crown Male & Female @ P 500.00/pc.	2 pcs	
15	Data Filling Folder with finger ring, Red	59 pcs	
16	Folder White, Long	50 pcs	
17	Fork	2 dozen	
18	Glue Gun, small @ P 150.00	2 pcs	
19	Illustration Board, (whole size)	4 pcs	
20	Illustration Board, 1/4	16 pcs	
21	Illustration Board, 1/8	8 pcs	
22	Insulator, silver	40 meter	
23	Lace (3 colors, any color)	100 meter	
24	Linen Paper, Long 20's	5 pack	
25	Manila Paper	10 pcs	
26	Medal Gold, ordinary @ P 15.00	50 pcs	
27	Neon Paper, Long @ P 250.00	5 ream	

28	Neon paper, Short @ P 200.00	5 ream	
29	Needle Pins (for skirting)	10 pad	
30	Paper Tape	3 pcs	
31	Party Popper @ P 150.00/pc.	2 pcs	
32	Picture Frame, short	2 pcs	
33	Photopaper, Glossy 20's	13 pack	
34	Ribbon Net	30 meter	
35	Rubber Eraser	25 pcs	
36	Silver Dust	30 tube	
37	Sharpener @ P 5.00	20 pcs	
38	Sling with ID Holder @ P 30.00	105 pcs	
39	Styro Foam, 1 whole	15 pcs	
40	Spoon	2 dozen	
41	Stick Glue, small	28 pcs	
42	Tensile Foil (silver)	20 meter	
43	Thumbtacks, 20g	15 box	
44	Trophy, (1 meter)	1 pc.	
45	Trophy (.8 meter)	1 pc.	
46	Trophy (.6 meter)	4 pcs	
47	Trophy (.5 meter)	4 pcs	
48	Trophy (.4 meter)	3 pcs	
49	Wooden Frame, short @ P 150.00	56 pcs	
50	Whiteboard Marker, Black (refillable)	10 pcs	
51	Whistle @ P 100.00	10 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 September 10, 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 for Intramurals 2018 ( RFQ 328)**
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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**QUOTATION FORM**

Date: \_\_\_\_\_

RFQ No. 328

**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)

<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
	<b>Office Supplies</b>	<b>1 lot</b>			
1	Ballpen, Black	50 pcs			
2	Ballpen, Black 12's/box	1 box			
3	Balloons	10 pack			
4	Battery, AA	6 pcs			
5	Bondpaper, short, sub.20	4 ream			
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22	Insulator, silver	40 meter			
23	Lace (3 colors, any color)	100 meter			
24	Linen Paper, Long 20's	5 pack			
25	Manila Paper	10 pcs			

26	Medal Gold, ordinary @ P 15.00	50 pcs			
27	Neon Paper, Long @ P 250.00	5 ream			
28	Neon paper, Short @ P 200.00	5 ream			
29	Needle Pins (for skirting)	10 pad			
30	Paper Tape	3 pcs			
31	Party Popper @ P 150.00/pc.	2 pcs			
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33	Photopaper, Glossy 20's	13 pack			
34	Ribbon Net	30 meter			
35	Rubber Eraser	25 pcs			
36	Silver Dust	30 tube			
37	Sharpener @ P 5.00	20 pcs			
38	Sling with ID Holder @ P 30.00	105 pcs			
39	Styro Foam, 1 whole	15 pcs			
40	Spoon	2 dozen			
41	Stick Glue, small	28 pcs			
42	Tensile Foil (silver)	20 meter			
43	Thumbtacks, 20g	15 box			
44	Trophy, (1 meter)	1 pc.			
45	Trophy (.8 meter)	1 pc.			
46	Trophy (.6 meter)	4 pcs			
47	Trophy (.5 meter)	4 pcs			
48	Trophy (.4 meter)	3 pcs			
49	Wooden Frame, short @ P 150.00	56 pcs			
50	Whiteboard Marker, Black (refillable)	10 pcs			
51	Whistle @ P 100.00	10 pcs			
	<b>Total</b>				

- 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")
<b>Office Supplies</b>	
Ballpen, Black	
Ballpen, Black 12's/box	
Balloons	
Battery, AA	
Bondpaper, short, sub.20	
Brown Envelope, Long	
Brown Envelope, Short	
Basin @ P 200.00	
Card Board @ P 20.00	
Certificate Holder, short @ P 70.00	
Certificate Holder, long @ P 70.00	
Certificate Paper, short 20's	
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Crown Male & Female @ P 500.00/pc.	
Data Filling Folder with finger ring, Red	
Folder White, Long	
Fork	
Glue Gun, small @ P 150.00	
Illustration Board, (whole size)	
Illustration Board, 1/4	
Illustration Board, 1/8	
Insulator, silver	
Lace (3 colors, any color)	
Linen Paper, Long 20's	
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Medal Gold, ordinary @ P 15.00	

Neon Paper, Long @ P 250.00	
Neon paper, Short @ P 200.00	
Needle Pins (for skirting)	
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