



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**

RFQ No: 012

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Seventy Thousand Pesos & 03/100 (P 70,000.03)* 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:
- 3.

Item No.	Description		Qty.	Unit
	<b>Supply and delivery of Office Supplies</b>			
1	Continuous Ink, magenta		25	Bot
2	Continuous Ink, Blue		25	Bot
3	Continuous Ink, yellow		25	Bot
4	Continuous Ink, black		25	Bot
5	Bond Paper long		10	Reams
6	Bond Paper A4		10	Reams
7	Ballpen Black, blue and red		219	Pc
8	Photopaper		100	Pc
9	Expanded Envelop long		73	Pc
10	Envelop Short		73	Pc
11	Notebook		73	Pc
12	Colored Paper		10	Reams
13	Push Pins		7	Box
14	Cartolina		48	Pc
15	Thumbtacks		20	Box
16	Marker		50	Pc
17	Pencil		73	Pc
19	Manila Paper		73	Pc
20	Ruler		73	Pc

21	Correction Tape		73	Pc
22	Staple Wire		20	Box
23	Stapler		10	Pc
24	Yellow Paper		25	Pad
25	Gift Wrapper		33	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, Tagbina Campus, Tagbina , Surigao del Sur not later than *10:00 AM of December 20, 2016.*
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. 012)."**
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), Tagbina Campus, Tagbina, 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. 012

**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>Supply and delivery of Office Supplies</b>				
<b>1</b>	Continous Ink, magenta	25	Bot		
<b>2</b>	Continous Ink, Blue	25	Bot		
<b>3</b>	Continous Ink, yellow	25	Bot		
<b>4</b>	Continous Ink, black	25	Bot		
<b>5</b>	Bond Paper long	10	Reams		
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<b>12</b>	Colored Paper	10	Reams		
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<b>16</b>	Marker	50	Pc		
<b>17</b>	Pencil	73	Pc		
<b>19</b>	Manila Paper	73	Pc		
<b>20</b>	Ruler	73	Pc		
<b>21</b>	Correction Tape	73	Pc		

<b>22</b>	Staple Wire		20	Box		
<b>23</b>	Stapler		10	Pc		
<b>24</b>	Yellow Paper		25	Pad		
<b>25</b>	Gift Wrapper		33	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: \_\_\_\_\_



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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>	
Continuous Ink, magenta	
Continuous Ink, Blue	
Continuous Ink, yellow	
Continuous Ink, black	
Bond Paper long	
Bond Paper A4	
Ballpen Black, blue and red	
Photopaper	
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