



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 of SDSSU Cagwait Campus"

RFQ No: 004

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Sixty Two Thousand Four Hundred Ninety Four Pesos Only & 17/100 (P 62,494.17)* being the approved Budget for the Contract (ABC) to payments for the "**Supply and Delivery of Office Supplies of SDSSU Cagwait 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
	<b>Office Supplies</b>			
1	Ball Pen (Black)		5	Pcs
2	Ball Pen (Blue)		1	Pc
3	Ball Pen ( Red)		5	Pcs
4	Battery Dry Cell, AAA 1.5 volts, alkaline		1	Pack
5	Broom Stick (ting -ting)		2	Pcs.
6	Calculator		1	Unit
7	Canon Cartridge # 303		1	Cart
8	Cartolina		1	Bundle
9	Cartolina, 120 gsm min		1	Bundle
10	CARTolina, white 20pcs/pack		1	Pack
11	Check Stub		1	Stub
12	Class Record		5	Pcs
13	Cleaner toilet bowl and urinal		1	Bottle
14	Clip. Backfod		7	Boxes
15	Clip Backfold,25mm		6	Boxes
16	Clip. Backfold, 32 mm		2	Boxes
17	Clip. Backfold,32mm		2	Boxes
18	Clip, Backfold,50mm		2	Boxes
19	Compact Disc Rewritable (CD-RW)		3	Pcs

20	Compact Fluorescent Lamp, 18 watt		1	Pc
21	Correction Tape, roller type		7	Pc
22	Cutter Blade, for heavy duty cutter		1	Tube
23	Cutter for Gen. purpose plastic molded body		6	Pcs
24	Data file box, made of clipboard, w/ closed ends		8	Boxes
25	Detergent Powder, all purpose, 500 mg		16	Pouch
26	Disinfectant spray, aerosol type 400-550g		1	can
27	Downy, fabric conditioner		2	Gals
28	Dust-pan, non-rigid plastic, w/ detachable handle		6	pc
29	Envelope expanded, plastic		24	Pcs
30	Envelope, mailing white		1	Box
31	Genuine Refill Ink , T6641 (black		9	Bots
32	Genuine Refill Ink, T6642 (cyan)		5	Bots
33	Genuine Refill Ink, T6643 (magenta)		5	Bots
34	Genuine Refill Ink,T6644 (yellow)		6	Bots
35	Eraser Felt for Blackboard or white board		3	Pc
36	Eraser, plastic/rubber, for pencil draft/writing		3	Pc
37	External Drive ITB		3	Unit
38	File Organizer, legal		6	Pc
39	File Tab Divider		6	Pack
40	Flash Drive 16 gb		9	Pc
41	Flourescent Lamp 36 watts, linear (T8)		4	Tubes
42	Floor wax paste type natural 2.0 kg		2	Can
43	Folder Tagboard, legal		7	Pack
44	Glue All Purpose		10	Jars
45	Laminating Film, 10mm x 100mm		2	Boxes
46	Manila Paper		6	Pcs
47	Marker Fluorescent, 3 colors		1	Set
48	Marker, permanent , red, medium point		1	Pc
49	Mop Compresser		1	Pc
50	Mouse, USB Connection type		3	Pcs
51	Office Chair		1	Pc
52	Paper Clip, 32mm 100 pcs		2	Boxes
53	Paper Clip, 48mm 100 pcs. 100g		7	Boxes
54	Paper, pad ruled		1	Pad
55	Parchment Paper, A4		4	Packs
56	Pencil, lead w/ eraser		2	Doz
57	Pencil, sharpener		1	Pc
58	Philippine National Flag		1	Pc
59	Push Pin, 100 pcs		2	Case

60	Refill Ink for Marking Pen, black		13	Bottle
61	Ribbon, typewriter		1	Spool
62	Rubber gloves		2	Piece
63	Ruler Plastic, 450mm		1	Pc
64	Scissors, HD		2	Pairs
65	Scissors,symmetrical blade length: 65mm		3	Pair
66	Sign Pen, Red, Liquid gel/Ink		8	Pcs
67	Soap, Bathroom		2	Piece
68	Stamp Pad Ink, 50ml		1	Bots
69	Stapler Remover, plier type		1	Pc
70	Table, paper cutter, heavy duty, A3 size		1	Unit
71	Tape Electrical		1	Rolls
72	Tape, masking 24mm		2	Rolls
73	Tape Transparent 48mm		3	Rolls
74	Toilet deodorant cake		4	Packs
75	Toilet Tissue paper 2 plys sheet, 150 pulls, 12 rolls		4	Pack
76	TOR Paper		1	Reams
77	Uninterruptible Power Supply (UPS)		2	Units
78	Waste basket		6	pc

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, Cagwait Campus, Cagwait, Surigao del Sur not later than *10:00 AM of April 28, 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 SDSSU Cagwait Campus (RFQ No. 004)."**
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), Cagwait Campus, Cagwait 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,MPA**  
*BAC CHAIRMAN*



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**QUOTATION FORM**

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

RFQ No. 004

**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>				
1	Ball Pen (Black)	5	Pcs		
2	Ball Pen (Blue)	1	Pc		
3	Ball Pen ( Red)	5	Pcs		
4	Battery Dry Cell, AAA 1.5 volts, alkaline	1	Pack		
5	Broom Stick (ting -ting)	2	Pcs.		
6	Calculator	1	Unit		
7	Canon Cartridge # 303	1	Cart		
8	Cartolina	1	Bundl e		
9	Cartolina, 120 gsm min	1	Bundl e		
10	CARTolina, white 20pcs/pack	1	Pack		
11	Check Stub	1	Stub		
12	Class Record	5	Pcs		
13	Cleaner toilet bowl and urinal	1	Bottle		
14	Clip. Backfod	7	Boxes		
15	Clip Backfold,25mm	6	Boxes		
16	Clip. Backfold, 32 mm	2	Boxes		
17	Clip. Backfold,32mm	2	Boxes		

18	Clip, Backfold,50mm		2	Boxes		
19	Compact Disc Rewritable (CD-RW)		3	Pcs		
20	Compact Flourescent Lamp, 18 watt		1	Pc		
21	Correction Tape, roller type		7	Pc		
22	Cutter Blade, for heavy duty cutter		1	Tube		
23	Cutter for Gen. purpose plastic molded body		6	Pcs		
24	Data file box, made of clipboard, w/ closed ends		8	Boxes		
25	Detergent Powder, all purpose, 500 mg		16	Pouch		
26	Disinfectant spray, aerosol type 400-550g		1	can		
27	Downy, fabric conditioner		2	Gals		
28	Dust-pan, non-rigid plastic, w/detachable handle		6	pc		
29	Envelope expanded, plastic		24	Pcs		
30	Envelope, mailing white		1	Box		
31	Genuine Refill Ink , T6641 (black		9	Bots		
32	Genuine Refill Ink, T6642 (cyan)		5	Bots		
33	Genuine Refill Ink, T6643 (magenta)		5	Bots		
34	Genuine Refill Ink,T6644 (yellow)		6	Bots		
35	Eraser Felt for Blackboard or white board		3	Pc		
36	Eraser, plastic/rubber, for pencil draft/writing		3	Pc		
37	External Drive ITB		3	Unit		
38	File Organizer, legal		6	Pc		
39	File Tab Divider		6	Pack		
40	Flash Drive 16 gb		9	Pc		
41	Flourescent Lamp 36 watts, linear (T8)		4	Tubes		
42	Floor wax paste type natural 2.0 kg		2	Can		
43	Folder Tagboard, legal		7	Pack		
44	Glue All Purpose		10	Jars		
45	Laminating Film, 10mm x 100mm		2	Boxes		
46	Manila Paper		6	Pcs		
47	Marker Fluorescent, 3 colors		1	Set		

48	Marker, permanent , red, medium point		1	Pc		
49	Mop Compressor		1	Pc		
50	Mouse, USB Connection type		3	Pcs		
51	Office Chair		1	Pc		
52	Paper Clip, 32mm 100 pcs		2	Boxes		
53	Paper Clip, 48mm 100 pcs. 100g		7	Boxes		
54	Paper, pad ruled		1	Pad		
55	Parchment Paper, A4		4	Packs		
56	Pencil, lead w/ eraser		2	Doz		
57	Pencil, sharpener		1	Pc		
58	Philippine National Flag		1	Pc		
59	Push Pin, 100 pcs		2	Case		
60	Refill Ink for Marking Pen, black		13	Bottle		
61	Ribbon, typewriter		1	Spool		
62	Rubber gloves		2	Piece		
63	Ruler Plastic, 450mm		1	Pc		
64	Scissors, HD		2	Pairs		
65	Scissors,symmetrical blade length: 65mm		3	Pair		
66	Sign Pen, Red, Liquid gel/Ink		8	Pcs		
67	Soap, Bathroom		2	Piece		
68	Stamp Pad Ink, 50ml		1	Bots		
69	Stapler Remover, plier type		1	Pc		
70	Table, paper cutter, heavy duty, A3 size		1	Unit		
71	Tape Electrical		1	Rolls		
72	Tape, masking 24mm		2	Rolls		
73	Tape Transparent 48mm		3	Rolls		
74	Toilet deodorant cake		4	Packs		
75	Toilet Tissue paper 2 plys sheet, 150 pulls, 12 rolls		4	Pack		
76	TOR Paper		1	Reams		
77	Uninterruptible Power Supply (UPS)		2	Units		

78	Waste basket		6	pc		
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- 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>Office Supplies</b>	
Ball Pen (Black)	
Ball Pen (Blue)	
Ball Pen ( Red)	
Battery Dry Cell, AAA 1.5 volts, alkaline	
Broom Stick (ting -ting)	
Calculator	
Canon Cartridge # 303	
Cartolina	
Cartolina, 120 gsm min	
CARTolina, white 20pcs/pack	
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Genuine Refill Ink,T6644 (yellow)	
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Paper, pad ruled	
Parchment Paper, A4	
Pencil, lead w/ eraser	
Pencil, sharpener	
Philippine National Flag	
Push Pin, 100 pcs	
Refill Ink for Marking Pen, black	
Ribbon, typewriter	
Rubber gloves	
Ruler Plastic, 450mm	
Scissors, HD	
Scissors, symmetrical blade length: 65mm	
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Soap, Bathroom	
Stamp Pad Ink, 50ml	
Stapler Remover, plier type	
Table, paper cutter, heavy duty, A3 size	
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Tape Transparent 48mm	
Toilet deodorant cake	
Toilet Tissue paper 2 plys sheet, 150 pulls, 12 rolls	
TOR Paper	
Uninterruptible Power Supply (UPS)	
Waste basket	