



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 (Cagwait Campus)”

RFQ No: 008

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of *Ninety Five Thousand Seven Hundred Fifty Pesos & 53/100 (P 95,750.53)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Office Supplies (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
1	Paper, multicopy, 80 gsm, size: 210mm x 297mm		57	reams
2	Paper, Multicopy, 80 gsm, size: 216mm x 330mm		64	Reams
3	Paper, multipurpose, A4		76	Reams
4	Pencil, lead with eraser, mongol 2		35	Boxes
5	Tabbing letters (red)		87	Box
6	Ballpen Black		4	Box
7	Ballpen (red)		2	Box
8	Ruler Plastic,450mm		8	Pcs
9	Refill Ink, marking pen (black)		15	Bottle
10	Magazine File box, large		2	Pc
11	Floor wax, paste red		10	Can
12	Data file folder, made of clipboard,taglia lock, maroon		120	Pcs
13	Data File box, made of clipboard w/closed		8	Pcs
14	Push pin, flat head type		8	Boxes
15	Stapler, standard type		13	Pcs
16	Paper Clips plastic, big		40	Box
17	Printe Ink for Epson (L110)		10	Sets
18	Printer Ink (Epson L120)		10	Sets
19	Tape, packaging width 48mm		1	Roll

20	Tape Transparent width 48mm		7	Roll
21	Tape Transparent width: 1"		1	Roll
22	Glue all purpose		26	Jars
23	Stamp Pad ink, purple or violet		1	Bottle
24	Staple remover, pliertype		3	Pcs
25	Sticky Note, ¼ size		16	Pads
26	Photo Paper, short		41	Packs
27	Rubber Eraser		18	Pcs
28	Linen paper		70	Pcs
29	Elmer's Glue		23	Bottle
30	Colored Paper, yellow legal		2	Reams
31	Cutter Knife		5	Pcs
32	Thumbtacks		4	Box
33	Zonrox, 1 liter		2	Gals
34	Downy, 1 liter		2	gals

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 **November 2, 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 (Cagwait Campus (RFQ No. 008)."**
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
BAC CHAIRMAN



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QUOTATION FORM

Date: _____

RFQ No. 008

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
1	Paper, multicopy, 80 gsm, size: 210mm x 297mm	57	reams		
2	Paper, Multicopy, 80 gsm, size: 216mm x 330mm	64	Reams		
3	Paper, multipurpose, A4	76	Reams		
4	Pencil, lead with eraser, mongol 2	35	Boxes		
5	Tabbing letters (red)	87	Box		
6	Ballpen Black	4	Box		
7	Ballpen (red)	2	Box		
8	Ruler Plastic,450mm	8	Pcs		
9	Refill Ink, marking pen (black)	15	Bottle		
10	Magazine File box, large	2	Pc		
11	Floor wax, paste red	10	Can		
12	Data file folder, made of clipboard,taglia lock, maroon	120	Pcs		
13	Data File box, made of clipboard w/closed	8	Pcs		
14	Push pin, flat head type	8	Boxes		
15	Stapler, standard type	13	Pcs		
16	Paper Clips plastic, big	40	Box		
17	Printe Ink for Epson (L110)	10	Sets		
18	Printer Ink (Epson L120)	10	Sets		

19	Tape, packaging width 48mm		1	Roll		
20	Tape Transparent width 48mm		7	Roll		
21	Tape Transparent width: 1"		1	Roll		
22	Glue all purpose		26	Jars		
23	Stamp Pad ink, purple or violet		1	Bottle		
24	Staple remover, pliertype		3	Pcs		
25	Sticky Note, ¼ size		16	Pads		
26	Photo Paper, short		41	Packs		
27	Rubber Eraser		18	Pcs		
28	Linen paper		70	Pcs		
29	Elmer's Glue		23	Bottle		
30	Colored Paper, yellow legal		2	Reams		
31	Cutter Knife		5	Pcs		
32	Thumbtacks		4	Box		
33	Zonrox, 1 liter		2	Gals		
34	Downy, 1 liter		2	gals		

- 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")
Paper, multicopy, 80 gsm, size: 210mm x 297mm	
Paper, Multicopy, 80 gsm, size: 216mm x 330mm	
Paper, multipurpose, A4	
Pencil, lead with eraser, mongol 2	
Tabbing letters (red)	
Ballpen Black	
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Ruler Plastic,450mm	
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Printer Ink (Epson L120)	
Tape, packaging width 48mm	
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Rubber Eraser	
Linen paper	
Elmer's Glue	
Colored Paper, yellow legal	
Cutter Knife	
Thumbtacks	
Zonrox, 1 liter	
Downy, I liter	