



REQUEST FOR QUOTATION

Solicitation No. **RSU-46-18**

Quotation No. **18-08-106**

Date : **August 23, 2018**

Company Name: _____

Address : _____

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the General Conditions and Eligibility Requirements for the Suppliers, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **August 28, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Various Office Supplies for College of Arts and Sciences (CAS)

ABC: PhP52,430.00

QTY: 844


UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
box	Ballpen,0.7mm ballpoint (Black)	2		
box	Ballpen,0.7mm ballpoint (Blue)	1		
box	Ballpen,0.7mm ballpoint (Red)	1		
pack	Cartolina (Yellow, Orange, Blue, Green) 3 pack/color	12		
pc	Certificate Holder, Legal size 8.5 x 13	15		
pc	Certificate Holder, Letter size 8.5 x 11	20		
box	Chalk, Dustless 100pcs/box	6		
pc	Class Record 30lvs 5 1/2" x 11"	60		
pc	Correction Fluid, 15ml	6		
pc	Correction tape (5mm x12m)	6		
pc	Cutter 6", heavy duty for paper	3		
pc	Data File box, made of chipboard, with closed ends (5" x 9" x 15-3/4)	2		
pc	Envelope, Brown Legal size	200		
pc	Envelope, Brown Letter size	200		
pc	Envelope, Mailing 80gsm, 105mm x 241mm Long	50		
pc	Eraser, felt ,for Blackboard or Whiteboard	50		
pc	Flash Drive 16GB capacity USB 3.0 Plug and Play	2		
pc	Flash Drive 32GB capacity USB 3.0 Plug and Play	2		
pack	Folder, white 14 pts. 9" x 14.5", Legal	2		
pack	Folder, white, 14 pts 9" x 11.5", Letter	2		
pc	Glue gun, Full sized	2		
pc	Glue, Multi Purpose 130grams, White	2		
bottle	Ink for Printer, Epson Genuine (Black) 70ml/bottle	3		
bottle	Ink for Printer, Epson Genuine (Cyan) 70ml/bottle	3		
bottle	Ink for Printer, Epson Genuine (Magenta) 70ml/bottle	3		
bottle	Ink for Printer, Epson Genuine (Yellow) 70ml/bottle	3		



BIDS AND AWARDS COMMITTEE

bottle	Ink, Stamp Pad, Purple or Violet, 50ml	2		
bottle	Ink, Permanent marker,Black,30ml	2		
bottle	Ink, Whiteboard marker, 30ml, black	2		
box	Marker, Permanent, Refillable,Broad(Black)	2		
box	Marker, Whiteboard, Refillable(Black)	8		
ream	Neon Colored papers, Legal 8.5" x 13"	1		
ream	Neon Colored papers, Letter 8.5" x 11'	1		
pad	Pad Paper, Yellow	1		
box	Paper Clip, Big 50mm, Vinyl Coated	5		
box	Paper Clip, Small 28mm Vinyl Coated	5		
box	Paper Fastener, non-rust metal, 50sets/box	4		
box	Paper Highlighter/Marker	1		
ream	Paper, Bond, 8.5" x 11", Letter size, subs. 20	25		
ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20	44		
ream	Paper, Mimeo, Whitewove, Long 8.5" x 13" Subs. 18	30		
bottle	Paste with Spreader, 200g	4		
box	Pencil #2 with eraser	2		
pack	Photopaper, Glossy A4 Size 220 gsm(10pcs/pack)	1		
box	Push Pins Flat head 100pcs/box	2		
pc	Record Book 500 pages	2		
box	Sign Pen,black, liquid/gel ink, 0.5mm needle tip	1		
pack	Specialty paper 8.5" x 11" Letter size (10pcs/pack)	5		
box	Staple wire #35 5,000pcs	6		
roll	Tape, Masking 24mm(1") width, usable length 50m	4		
roll	Tape, Packaging 48mm(2"), width, usable length 50m	4		
roll	Tape,Transparent 24mm(1") width, usable length 50m	6		
roll	Tape,Transparent, 48mm(2") width, usable length 50m	6		
box	Thumbtacks No.153, 20g	4		
roll	Tape, Double-sided 24mm(1") width	6		
TOTAL		QTY 844	ESTIMATED COST	

Yours,


Dr. Mario A. Fetalver, Jr.
 BAC Chairperson

Canvassed by:

LARRY I. FIRMALO
 Procurement Officer



BIDS & AWARDS COMMITTEE (BAC)
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

Sir/Madame:

Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name / Signature

Tel. No. /Cellphone No. _____

Email Address _____

Date: _____

REQUEST FOR QUOTATION

Terms & Conditions:

1. All entries must be type/hand-written.
2. Delivery period within 15 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of three months.
5. PhilGEPS registration Certificate shall be attached upon submission of the quotation.
6. Bidder shall submit original brochures showing certifications of the production being offered.
7. Payment shall be made after the inspection.
8. Deliver items at Supply Office, Romblon State University, Odiongan, Romblon (042-567-5375)

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS/SUPPLIERS:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated.