



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
Solicitation No. RSU-2020-081
Quotation No. 20-09-122

Date : September 24, 2020

Company Name: _____

Address : _____

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the terms and 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 **September 28, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies for Office use of Extension Office

ABC: PhP68,233.00

QTY: 982

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
rolls	Tape, Masking 24mm (1") width, usable length 50m	6		
boxes	Ballpen Black colors (ball point 0.77mm) 12 doz.	4		
boxes	Ballpen Blue colors (ball point 0.77mm) 12 doz.	4		
box	Ballpen Red colors (ball point 0.77mm). 12 doz,	1		
pcs	Calculator, Compact 12 digits two-way power	2		
Boxes	Clip, Binder, backfold, 1-5/8", 12pcs/box	3		
Boxes	Clip, Binder, backfold, 2", 12pcs/box	2		
pcs	Correction tape (5mmx12m)	10		
pcs	Cutter 6", heavy duty for paper	3		
pcs	Cutter 6", heavy duty for paper, w/ lock	2		
pcs	Documentary Tray, 3 Layers, Legal Size	3		
pcs	Documentary Tray, 3 Layers, Legal Size, Aluminum	3		
pcs	Envelope, Brown Legal size	150		
pcs	Envelope, Brown Letter size	107		
pcs	Envelope, Mailing 80gsm, 105mm x 241mm Long	50		
pcs	File Organizer, Expanding, Plastic, w/12 inside pockets & index tabs Legal Size	3		
pcs	Folder, white 14 pts. 9" x 14.5", Legal	100		
pcs	Folder, white, 14 pts 9" 11.5", Letter	100		
boxes	Marker, Permanent, Refillable, Broad(Black)	3		
boxes	Marker, Permanent, Refillable, Broad(Blue)	2		
box	Marker, Permanent, Refillable, Broad{Red}	1		
boxes	Marker, Whiteboard, Refillable, Fine(Black)	2		
reams	Neon colored papers, asstd Legal 8.5" x 13"	4		
reams	Neon colored papers. asstd Letter 8.5" x 11"	2		
pcs	Neon Transparent Index Note	10		
reams	Paper bond, 8.5 x 11" Letter size subs. 20 (super white)	50		
reams	Paper bond, 8.5 x 13" Legal size subs. 20 (super white)	50		
reams	Paper bond, A4 Size, 210mm x 297mm, 70gsm (super white)	20		
boxes	Paper clip, small 28mm Vinyl Coated	15		
boxes	Paper dip, big 50mm Vinyl Coated	15		
Boxes	Paper fastener, plastic coated 50 sets/box	4		
Boxes	Paper Highlighter / marker; green and yellow	2		
Bottles	Paste with spreader. 200g	4		
Boxes	Pencil #2 with eraser	4		
Packs	Photo paper glossy A4 Size 220 gsm (10pcs/pack)	10		



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boxes	Plastic cover (Acetate/PVC) Long	4		
boxes	Plastic cover (Acetate/PVC) short	4		
pcs	Puncher heavy duty	2		
Box	Push pins Flathead 100pcs/box	2		
pcs	Record book 300 pages. size 214mm x 278mm	4		
pairs	Scissors 6" (medium size, heavy duty)	3		
packs	Specialty paper 8.5" x 11" Letter size 10pcs/pack)	20		
packs	Specialty board paper 8.5" x 11" Letter size, (10pcs/ pack)	30		
packs	Specialty board paper 8.5" x 13" Legal size, 10pcs / pack)	30		
packs	Specialty paper 8.5" x 13" Legal size] 10pcs/ pack)	20		
pcs	Spiral, Plastic (Ring Binder) 1/2"	10		
pcs	Spiral, Plastic (Ring Binder) 1/4"	10		
pcs	Spiral, Plastic (Ring Binder) 2"	10		
pcs	Spiral, Plastic (Ring Binder) 1"	10		
pcs	Spiral, Plastic (Ring Binder) 1 1/2"	10		
Boxes	Staple wire #35 5,000pcs	8		
pcs	Stapler with remover, standard	4		
Pads	Sticky Notes 1 1/2" x 2"	10		
pcs	Storage box 67 liters 63cm x 44cm 36cm	2		
pcs	Storage box 87 liters 68cm x 48cm x 40cm	2		
rolls	Tape, Double-sided 24mm [1"] width	10		
rolls	Tape, Masking 48mm {2"} width, usable length 50m	6		
rolls	Tape, Packaging 48mm (2") width, usable length 50m	4		
rolls	Tape, Transparent 24mm (1") width, usable length 50m	6		
rolls	Tape, Transparent 48mm (2") Width, usable length 50m	6		
boxes	Thumbtacks No. 153, 20g	4		
TOTAL		QTY	982	Estimated Cost

Yours,

MARIO A. FETALVER JR., Ph. D.
 BAC Chairperson

Canvassed by:

Larry I. Firmalo
 Procurement Officer



BIDS AND AWARDS COMMITTEE

Date: _____

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

Sir;

After having carefully read the terms and conditions of RFQ, I/We quote on the item/s at the prices noted above.

Yours,

Printed Name / Signature

Delivery Period : _____
 Warranty : _____
 Price Validity : _____
 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.