



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
 Tel No. (042) 567-5273
 Email: romblonstateu@gmail.com
 URL: rsu.edu.ph

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
Solicitation No. RSU-2021-02-030
Quotation No. 21-03-044

Date : March 8, 2021
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 **March 11, 2021** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies for Different Units of Romblon State University
ABC: PhP817,254.10
QTY: 2807

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
bottles	Ink for Printer, HP Ink Tank 310/315 Genuine (Black) 90ml/bot.	20		
bottles	PVC Plastic Cover Long	2		
bottles	Ink, Stamp Pad, Purple or Violet, 50ml	5		
bottles	Glue, Glue-All Multi-Purpose Glue, White, 240g	2		
bottles	Computer Ink, Epson T6641 Black, 70ml	10		
bottles	Computer Ink, Epson T6643 Cyan, 70ml	5		
bottles	Computer Ink, Epson T6642 Magenta, 70ml	5		
bottles	Computer Ink, Epson T0634 Yellow, 70ml	5		
bottles	Computer Ink, Epson No. 003 Black, 70ml	6		
bottles	Computer Ink, Epson No. 003 Cyan, 70ml	4		
bottles	Computer Ink, Epson No. 003 Magenta, 70ml	4		
bottles	Computer Ink, Epson No. 003 Yellow, 70ml	4		
bottles	Computer Ink, Brother, BTD60 Black	4		
bottles	Computer Ink, Brother, BT5000 Cyan	2		
bottles	Computer Ink, Brother, BT5000 Magenta	2		
bottles	Computer Ink, Brother, BT5000 Yellow	2		
bottles	Computer Ink, HP GT51XL Black	2		
bottles	Computer Ink, HP GT52 Cyan	2		
bottles	Computer Ink, HP GT52 Magenta	2		
bottles	Computer Ink, HP GT52 Yellow	2		
boxes	Ballpen, 0.7mm Ballpoint (Black)	4		
boxes	Ballpen, 0.7mm Ballpoint (Blue)	4		
boxes	Ballpen, 0.7mm Ballpoint (Red)	4		
boxes	Envelope, Brown 9" x 14.5", Legal	10		
boxes	Paper Clip, Big 50mm, Vinyl Coated	5		
boxes	Sign Pen, Blue Liquid/Gel Ink, 0.5mm Needle Tip	15		
boxes	Staple wire #35	3		
boxes	Gelpen, 0.5mm, Needle Type, w/ Non-Slip Rubber Grip, Black	10		
boxes	Gelpen, 0.5mm, Needle Type, w/ Non-Slip Rubber Grip, Blue	10		
boxes	Gelpen, 0.5mm, Needle Type, w/ Non-Slip Rubber Grip, Red	10		
boxes	Ballpen (Blue), 0.5mm Ballpoint	12		
boxes	Ballpen (Black), 0.5mm Ballpoint	12		
boxes	Permanent Marker, Fine (Black) Refillable	6		
boxes	Staple Wire (No. 35)	5		
boxes	Paper Clips Vinyl Coated 28mm	6		
boxes	Paper Clips Vinyl Coated 50mm	6		
boxes	Paper Fastener, Non-Rust Metal	3		
boxes	Staple Wire #35 (5,000 pcs per box)	50		
boxes	Ballpen, 0.7mm Ballpoint (Black), FO-GELB08, 12pcs/box	5		
boxes	Ballpen, 0.7mm Ballpoint (Blue), FO-GELB08, 12pcs/box	5		
boxes	Clip, Binder, Backfold 1", 12pcs/box	2		
boxes	Clip, Binder, Backfold 1-1/4", 12pcs/box	2		
boxes	Clip, Binder, Backfold 1-5/8", 12pcs/box	2		
boxes	Clip, Binder, Backfold 2", 12pcs/box	2		
boxes	Clip, Binder, Backfold 3/4", 12pcs/box	2		
boxes	Clip, Binder, Backfold 1/2", 12pcs/box	2		

 Supplier's Printed Name/Signature



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boxes	Pencil #2 with Eraser	5	
btl	Ink for Printer Universal 1 Liter (Black) Color Refill	1	
btl	Ink for Printer Universal 1 Liter (Cyan) Color Refill	1	
btl	Ink for Printer Universal 1 Liter (Yellow) Color Refill	1	
btl	Ink for Printer Universal 1 Liter (Magenta) Color Refill	1	
btl	INK, for Printer (Magenta) Universal 1L/Bo9ttle (Refill)	2	
btl	INK, for Printer (Yellow) Universal 1L/Bo9ttle (Refill)	2	
lit	Ink for Printer (Black) Universal 1 lit./color (Refill)	1	
lit	Ink for Printer (Cyan) Universal 1 lit./color (Refill)	1	
lit	Ink for Printer (Magenta) Universal 1 lit./color (Refill)	1	
lit	Ink for Printer (Yellow) Universal 1 lit./color (Refill)	1	
liters	INK, for Printer (Black) Universal 1L/Bo9ttle (Refill)	5	
liters	INK, for Printer (Cyan) Universal 1L/Bo9ttle (Refill)	2	
packs	Paper, Sticker, A4, Matte 10 Sheets/packs	100	
packs	Photopaper, Matte A4 Size 100gsm (10pcs/pack)	3	
packs	Photopaper, Glossy A4 Size 100gsm (10pcs/pack)	3	
pc	Glue, Multi-Purpose 454 Grams, White 473ml	1	
pc	RSU Logo Dry Seal	1	
pc	Wall Clock (Heavy duty)	1	
pc	Ink, Latex, 831b, 775 ml, Magenta	1	
pc	Ink, Latex, 831b, 775 ml, Light Magenta	1	
pc	Ink, Latex, 831b, 775 ml, Light Cyan	1	
pc	Ink, Latex, 831b, 775 ml, Cyan	1	
pc	Optimizer, 831b, 775 ml	1	
pc	Ink, Latex, 831b, 775 ml, Yellow	1	
pc	Ink, Latex, 831b, 775 ml, Black	1	
pc	Printhead, Latex, Cyan/Black, CZ677A	2	
pc	Printhead, Latex, Yellow/Magenta, CZ679A	2	
pc	Printhead, Latex, Magenta/Light Cyan, CZ679A	2	
pc	Printhead, Latex, Optimizer, CZ680A	2	
pcs	EPSON Ink 003 (Cyan) 90ml	10	
pcs	EPSON Ink 003 (Magenta) 90ml	10	
pcs	EPSON Ink 003 (Yellow) 90ml	10	
pcs	EPSON Ink 003 (Black) 90ml	100	
pcs	EPSON Ink 664 (Black) 90ml	200	
pcs	EPSON ink 664 (Cyan) 90ml	25	
pcs	EPSON Ink 664 (Magenta) 90ml	25	
pcs	EPSON Ink 664 (Yellow) 90ml	25	
pcs	Ink for Printer, HP Ink Tank 310/315 Genuine (Cyan) 90ml/bot.	5	
pcs	Ink for Printer, HP Ink Tank 310/315 Genuine (Magenta) 90ml/bot.	5	
pcs	Ink for Printer, HP Ink Tank 310/315 Genuine (Yellow) 90ml/bot.	5	
pcs	Folder Long 14 pts.	50	
pcs	Stapler with Remover (Heavy Duty) Use 24/6-26/6 Staples	10	
pcs	Correction Tape (5mm x 12m)	20	
pcs	Dating and Stamping Machine (Self Ink Date) Approved or Received	1	
pcs	Envelope, Mailing, 80gsm, 105gsm, 105mm x 241mm Long	500	
pcs	Record Book 500 Pages	5	
pcs	Stamp Pad, Violet Ink Felt Pad, Min 60mm x 100mm	5	
pcs	Tape Dispenser, Heavy Duty for 1 tape	2	
pcs	Flash Drive 16GB capacity USB 3.0 Plug and Play	5	
pcs	File Arch with lever arm 76mm x 230mm x 380mm, Legal size	50	
pcs	Envelope, Expanding, Kraft, Legal Size with Garter	10	
pcs	Scotch Tape 1"	3	
pcs	Marker Whiteboard Refillable (Black)	6	
pcs	Correction Tape (1.25mm x 7.5m)	10	
pcs	Spiral Plastic Ring (1inch)	10	
pcs	Spiral Plastic Ring (2 inch)	10	
pcs	Spiral Plastic Ring (1/2 inch)	10	
pcs	PVC Plastic Cover Short	2	
pcs	Toner (Konica Bizhub 362/282/222) Photocopying Machine	5	
piece	Glue Multipurpose, 473ml, White	5	
piece	Glue Gun, Full Sized	1	
piece	Scissor, Stainless	10	
piece	Spiral, Plastic (Ring Binder) 1/2"	10	
piece	Tape Dispenser, Heavy Duty for 1" Tape	1	
pieces	Battery, Double A	50	
pieces	Calculator, MX12B Electronic Calculator, 12 Digits Extra Large Display	5	
pieces	Certificate Holder, Letter Size 8.5x11	5	
pieces	Correction Tape (5mmx12m)	5	
pieces	Cutter 6", Heavy Duty for Paper	2	



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pieces	D-Type Binder Folder, Long, Hard Covers, Horizontal, 2 Ring	90		
pieces	Envelope, Expanding, Kraft, Legal Size with Garter	20		
pieces	Eraser, Felt, for Blackboard or White Board	2		
pieces	Face Mask, Disposable 3-Ply with Earloop 50pcs/box	7		
pieces	Flag, Sign Here, Post It Sticky Notes Flag Sign Here 1x1.7"	2		
pieces	Flash Drive, 32GB Capacity USB 3.0 Plug and Play, OTG Ready	10		
pieces	Folder, White 14 pts. 9"x14.5", Legal	20		
pieces	Folder, White 14 pts. 9"x11.5", Letter	20		
pieces	Hard Drive, Portable, 1TB, USB 3.1 Gen 1	10		
pieces	Marker Whiteboard, Refillable (Black) Roundtip	10		
pieces	Marker Whiteboard, Refillable (Black) Fine	10		
pieces	Notebook 100 Sheets (6"x8.5") with Plastic Cover	10		
pieces	Paper Highlighter/Marker, (Yellow/Green)	5		
pieces	Correction Tape, 5mm x 5m	48		
ream	Bond Paper Subs. 20 8.5" x 13", Legal Size	100		
ream	Bond Paper Subs. 20 8.5" x 11", Letter Size	50		
ream	Groundwood Mimeo Paper Long	50		
reams	Paper, Bond, 8.5" x 13", Legal Size, subs. 20 Ultra White	50		
reams	Paper, Mimeo, Whitewove, Long 8.5" x 13" subs. 18	30		
reams	Paper, Bond, A3 Size, 70gsm	5		
reams	Paper, Bond, A4 Size, 210mmx297mm. 70gsm	10		
reams	Paper, Bond, 8.5"x11", Letter Size, (subs 20)	30		
reams	Paper, Bond, 8.5"x11.3", Legal Size, (subs 20)	80		
reams	Bond Paper, 8-1/2 x 13, S-20	260		
reams	Bond Paper, 8-1/2 x 11, S-20	100		
roll	Sticker, Vinyl, Gloss, 3.5ftx164ft, 200 gsm	5		
roll	Sticker, Vinyl, Matte, 3.5ftx164ft, 200 gsm	5		
roll	Sticker, Vinyl, Clear, 3.5ftx164ft, 200 gsm	3		
roll	Sticker, Paper Satin, 42inx600m, 200 gsm	1		
roll	Tarpaulin, Generic, 10 oz., non-powderized/non-porous, 4.5ftx164ft	5		
rolls	Tape, Packaging 48mm(2"), width, usable length 50m	5		
rolls	Tape, Transparent 24mm(1") with, usable length 50m	5		
rolls	Tape, Double-Sided 24mm (1") width	5		
rolls	Tape, Double-Sided 24mm, w/ Foam Big	5		
rolls	Tape, Electrical, 1" Big Roll	2		
rolls	Tape, Masking 24mm (1") width, Usable Length 50m	5		
rolls	Tape, masking 248mm (2") width, Usable Length 50m	5		
rolls	Tape, Packaging 48mm (2") width, Usable Length 50m	5		
rolls	Tape, Transparent 24mm (1") width. Usable Length 50m	5		
rolls	Double Sided Tape, 3/4"	48		
set	Printer 3 in 1 with CISS	1		
sets	Ink, Original, 1 Set CMYK Genuine Inks for EPSON L6170	5		
TOTAL		QTY	2807	ESTIMATED COST

Yours,

BILSHAN F. SERVANEZ, Ph. D.
BAC Chairperson

Canvassed by:

Larry I. Firmalo
Procurement Officer

Supplier's Printed Name/Signature

"Serving with Honor and Excellence!"



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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 Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated.