



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**  
 Odiongan, Romblon  
 Tel No. (042) 567-6281  
 Email: romblonstateu@gmail.com  
 URL: rsu.edu.ph

**BIDS AND AWARDS COMMITTEE**

**ABSTRACT OF QUOTATION**  
**Solicitation No. RSU-2021-08-073**  
**ABC: PhP549,320.00**  
**QTY: 2,576**

**Procurement of Office Equipment and Supplies for the Different Units  
 of Romblon State University**

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	TOTAL ESTIMATED COST
Roll	Celluloid (Thick)	10		
Box	Sign Pen, Blue 12pcs/box	20		
Box	Continuous Forms, 91/2"x11",3ply, Carbonless	10		
Pc	CD-RW with Case	200		
Pc	Scotch Tape, 1"	50		
Pc	Double Adhesive Tape, 1"	50		
Pc	Envelope, Expanded, Legal Size	200		
Pair	Scissors, 10"	20		
Pack	Photopaper, A4 Size, 20pcs/pack	100		
Bottle	Refill Ink, Universal, Black	20		
Pack	Sticker Paper, A4 Size, Glossy	100		
Ream	Coupon Bond, Long, Subs. 20	300		
Ream	Coupon Bond, Short, Subs. 20	200		
Pad	Note Pad, 3"x4"	20		
Pad	Note Pad, 3"x3"	20		
Ream	Coupon Bond, A4 Size, 210mmx297mm,70gsm	50		
Pack	Specialty Board Paper, Legal Size 220gsm	100		
Pack	Specialty Board Paper, Letter Size 220gsm	100		
Pc	File Folder w/ lever arm, 89x26x24.5cm (BLACK)	200		
Pc	Battery, AA	100		
Pc	Magazine File Box, Large Size, Made of Chipboard	100		
Box	Fastener, 50sets/box	50		
Pack	Specialty Paper, Letter Size	30		
Pack	Specialty Paper, Legal Size	30		
Box	Clip, Binder, backfold, 1", 12pcs/box	30		
Box	Clip, Binder, backfold, 1-1/4", 12pcs/box	30		
Box	Clip, Binder, backfold, 1-5/8", 12pcs/box	30		
Box	Clip, Binder, backfold, 2", 12pcs/box	30		
Box	Clip, Binder, backfold, 3/4", 12pcs/box	30		
Pc	Cutter, 6" Heavy Duty, For Paper w/Lock	20		
Pc	Spiral, Plastic (Ring Binder) 1"	50		
Pc	Spiral, Plastic (Ring Binder) 1 1/2"	50		
Pc	Spiral, Plastic (Ring Binder) 1/2"	50		
Pc	Spiral, Plastic (Ring Binder) 1/4"	50		



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Unit	<b>Heavy Duty Ream Cutter:</b> Adjustable Action Clamp, Side-lay with Measuring Scale Fine Adjustment of Measurement with Calibration Pressing tightly, easily cutting and changing blade Cutting rate is very high Sharp knife edge Durable Accurate cutting Regular Cutting Surface Heavy Duty Size: A3 size with measuring scale Finished: Metal, Size table paper indicator, Auto paper pressing bar, Plastic Handle.	1		
Unit	Photocopier Machine-M2701: Multi: Copying up to 99 copies 800 dpi Resolution 50% to 200% Zoom Printer: 800dpi Print Resolution Standard Usb 2.0 Interface scanner: max. 800 17 orig/mins Scanning Speed: 8w Max 17 orig/min.	1		
Pcs	Spiral, Plastic (Ring Binder) 1"	10		
Pcs	Spiral, Plastic (Ring Binder) 2"	10		
Pcs	Spiral, Plastic (Ring Binder) 1/2"	10		
Pcs	Spiral, Plastic (Ring Binder) 1 1/2"	10		
Box	Staple Wire #35	5		
Box	Correction Tape	3		
Ream	Paper, Bond, 8.5"x13", Legal Size, 20 subs	30		
Box	Ball Pen 0.7 mm, Black 12pcs/Box	3		
Box	Ball Pen 0.7 mm, Blue 12pcs/Box	3		
Box	Clip, Binder, Backfold 1"	3		
Box	Clip, Binder, Backfold 1-5/8"	3		
Pack	Folder, White, 14 pts. 9" x 14.5", Legal Size (500pcs/pack)	1		
Box	Correction Tape	3		
Box	Paper, Bond, 8.5"x13", Legal Size, 20 subs	30		
	<b>TOTAL</b>	<b>2,576</b>		