



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-2022-07-063**  
**ABC: PhP673,913.50**  
**QTY: 2,917**

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

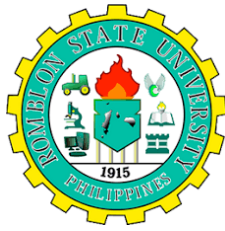
<b>ITEM NO.</b>	<b>UNIT</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>ESTIMATED UNIT COST</b>	<b>TOTAL ESTIMATED COST</b>
1	liters	Computer Printer (Epson) Ink - black	10		
2	liters	Computer Printer (Epson) Ink - cyan	5		
3	liters	Computer Printer (Epson) Ink - magenta	5		
4	liters	Computer Printer(Epson) Ink - yellow	5		
5	box	INK, for Printer (Black) Universal 1L/bottle (Refill)	4		
6	box	INK, for Printer (Cyan) Universal 1L/bottle (Refill)	2		
7	box	INK, for Printer (Magenta) Universal 1L/bottle (Refill)	2		
8	box	INK, for Printer (Yellow) Universal 1L/bottle (Refill)	2		
9	Packs	Photo Paper Satin, A4 Size (20 Sheets) 260 gsm	80		
10	Packs	Specialty Board , Legal Size (10 Sheets) 220 gsm	80		
11	Packs	Specialty Board Letter Size (10 Sheets) 220 gsm	80		
12	Bottle	Ink,008, 1 Black ( 127ml) Inks for Epson L15150	15		
13	Bottle	Ink,008, 1 Magenta (70 ml) Inks for Epson L15150	10		
14	Bottle	Ink,008, 1 Cyan (70 ml) )Inks for Epson L15150	10		
15	Bottle	Ink,008, 1 Yellow (70 ml) Inks for Epson L15150	10		
16	ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	10		
17	ream	Paper, Bond, 8.5" x 11", Letter size, subs. 20, Ultra White	5		
18	box	Ballpen,0.7mm ballpoint	1		



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**

		(Black)			
19	box	Ballpen, 0.7mm ballpoint (RED)	1		
20	pc	Cutter 6", heavy duty for paper, w/ lock	6		
21	pc	File folder with lever arm, upward (blue color)	6		
22	box	Binder Clips, 2" width	4		
23	box	Marker, Permanent, Refillable, Broad (Black), 12pcs/box.	1		
24	pc	Brown Envelope "8.5x13", Long	100		
25	pc	Scissors 6" (medium size, Heavy duty)	2		
26	box	Disposable gloves	6		
27	pc	Face Shield, Acrylic, Full face	6		
28	box	Disposable mask	6		
29	Piece	File Folder, made of chipboard, taglia lock	4		
30	Pieces	Desk file organizer, sturdy, magazine file folder, 4 section	3		
31	Pieces	Alcohol, Isopropyl, w/ spray, 300ml, total defense, 5-in-1 protection total defense	10		
32	Pieces	Cutter, heavy duty, L500 Metal	2		
33	Pack	Tissue 2-ply (12 rolls/pack)	10		
34	Box	Ballpen, G-Tec, point 0.3, blue, 12 pcs/box	2		
35	Box	Ballpen, G-Tec, point 0.3, black, 12 pcs/box	2		
36	Pieces	Correction Tape	2		
37	Reams	Paper, Bond, 8.27" x 11.69", A4 Size, Ultra White	5		
38	Reams	Paper, Bond, 8.5" x 11", Letter Size, Ultra White	5		
39	Reams	Paper, Bond, 8.5" x 13", Legal Size, Ultra White	10		
40	Pieces	Scissor atleast 8", Large Size	3		
41	Pads	Sticky Note, 1 1/2" x 2"	9		
42	Pieces	Stapler with Remover	1		
43	Piece	Calculator, 12 digits	1		



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**

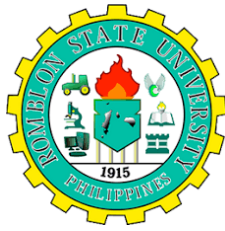
44	Piece	64GB Ultra Dual Flash Drive OTG Type, 2 in 1 lash drive with a reversible USB type, compatible mobile device android and computer device with usb type, dimensions 1.75x0.48x0.34inches, Model: SDDD3-0G4G-G46, Hardware interface: USB 3.0, USB 2.0, mounting hardware: Flash drive, data transfer rate: 130 megabytes per second, color: black or metal	4		
45	unit	EXTERNAL HARD DRIVE, any color, USB 3.0 transmission interface, backward compatible with USB 2.0, fast transmission, 2TB capacity, portable	2		
46	piece	FLASH DRIVE, Capacity: 32GB(Actual usable storage less), Interface: USB 2.0, Backwards Compatible with USB 1.1, Read Speed: 15 MBps / Write Speed: 10 MBps, System Requirements: Windows XP, Vista, 7, 8 and 10, Mac OS X 10.5 or Later	12		
47	Pieces	Morocco folder with slide, size: long, color: green, perfect for document presentation and organization	90		
48	Pieces	Morocco folder with slide, size: long, color: yellow, perfect for document presentation and organization	90		
49	Pieces	Morocco folder with slide,	90		



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**

		size: long, color: blue, perfect for document presentation and organization			
50	Roll	Cord string, 3mm thread, 100% polyester, color yellow, wool type	5		
51	Roll	Cord string, 3mm thread, 100% polyester, color blue, wool type	5		
52	Roll	Cord string, 3mm thread, 100% polyester, color green, wool type	5		
53	Pieces	Folder, long size, white, thick # 14, use for offices	85		
54	Pack	Sticker paper, A4 size 100 gsm (10 pcs/pack)	13		
55	box	BALLPEN, ballpoint (Black), 50 pcs per box	5		
56	box	BALLPEN, ballpoint (Blue), 50 pcs per box	3		
57	box	BALLPEN, ballpoint (Red), 50 pcs per box	2		
58	box	BOND PAPER, multicopy, for laser/ink-jet printers, high speed copier, legal size, 80 gsm., 5 reams/box	24		
59	roll	CELLULOID plastic cover	1		
60	piece	CORRECTION TAPE (5mm x12m)	17		
61	box	BALLPEN, 0.7mm ballpoint Black, (12 pcs)	4		
62	box	BALLPEN, 0.7mm ballpoint Blue, (12 pcs)	4		
63	box	BALLPEN, 0.7mm ballpoint Red, (12 pcs)	1		
64	pcs	Calculator 12 digits	2		
65	pcs	Certificate Holder, Legal Size	30		
66	pcs	Certificate Holder, Letter Size	20		
67	pcs	Class Record 5 ½" x13". 30 lvs.	6		
68	Box	Clip Binder, Backfold, 0.5",	10		



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**

		12 pcs/box			
69	Box	Clip Binder, Backfold, 1", 12 pcs/box	10		
70	pcs	Clip Binder, Backfold, 1 5/8", 12 pcs/box	63		
71	box	Ballpen, 0.7 mm ballpoint (Black)	6		
72	box	Ballpen, 0.7 mm ballpoint (Blue)	6		
73	box	Clip, Binder, backfold, 1", 12 pcs/box	20		
74	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	20		
75	box	Clip, Binder, backfold, 1-5/8", 12 pcs/box	20		
76	box	Clip, Binder, backfold, 2", 12 pcs/box	20		
77	box	Clip, Binder, backfold, 3/4", 12 pcs/box	20		
78	pc	Data File Box, Made of Chipboard, with closed ends (5"x9"x15-3/4")	5		
79	pc	Documentary Tray, 2 layers Legal Size, Aluminum	5		
80	pc	Documentary Tray, 3 layers Legal Size, Aluminum	5		
81	ream	Paper, Bond, 8.5" x 13", Legal Size, subs. 20, Ultra White	30		
82	Pc	White board 35*60cm	5		
83	Pc	File Arch w/ lever arm 3-ring, D-type (2.5") Legal size	10		
84	box	Ballpen, 0.7 mm ballpoint, black (12 pcs/ pack)	10		
85	box	Ballpen, 0.7 mm ballpoint, blue (12 pcs/ pack)	10		
86	box	Ballpen, 0.7 mm ballpoint, red (12 pcs/ pack)	6		
87	box	Signing Pen	4		
88	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	24		
89	box	Clip, Binder, backfold, 2", 12 pcs/box	24		
90	pc	Correction Tape (5mm x 12m)	60		
91	pc	Documentary Tray, 3 layers, legal size aluminum	24		
92	pc	Envelope, Brown, Legal size	300		
93	pc	Glue, Multi-purpose	30		



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**

		130grams, White			
94	pc	Folder, White 14 pts. 9"x 14.5" , Legal	400		
95	bottle	Ink, whiteboard marker, 30ml, blue	1		
96	pc	Marker, White Board (Refillable, black)	24		
97	pc	Marker, White Board (Refillable, blue)	24		
98	box	Paper clip, big 50mm, vinyl coated	25		
99	pc	Spiral, Plastic (Ring Binder) 1/2"	20		
100	pc	Spiral, Plastic (Ring Binder) 1"	20		
101	roll	Tape, transparent, 24mm (1") width, usable length	10		
102	roll	Tape, Packaging 48mm(2"), width, usable length	3		
103	pack	Letter Labels	30		
104	pcs	Electrical tape (big)	10		
105	pc	Stapler with remover	2		
106	set	Extension Wire Universal 5-gang 6 feet	2		
107	pc	Scissors 6"(Medium size, Heavy duty)	2		
108	pc	Puncher	2		
109	Unit	Laminating Machine	1		
110	Pc	Paper Cutter 18"x15" Metal Base Trimmer (Heavy Duty)	1		
111	Pc	Steel Measuring Tape	10		
112	pc	Electric Lamp w/ bulb-50 watt bilb, aluminum	3		
113	boX	Clip, Binder, backfold, 1", 12pcs/box	12		
114	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	12		
115	bOx	Clip, Binder, backfold, 1-5/8", 12pcs/box	12		
116	box	Clip, Binder, backfold, 2", 12pcs/box	12		
117	box	Clip, Binder, backfold, 3/4", 12pcs/box	12		
118	box	Clip, Binder, backfold, 1", 12pcs/box	12		
119	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	12		
120	box	Ballpen,0.7mm ballpoint	5		





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**

		(Black)			
121	box	Ballpen,0.7mm ballpoint (Blue)	9		
122	box	Ballpen, 0.7mm ballpoint (Red)	5		
123	pack	Envelope, Brown Legal size (50pcs/pack)	5		
124	pack	Envelope, Brown Letter size (50pcs/pack)	5		
125	Bundle	Envelope, Mailing, with window, 80gsm, 105mm x 241mm Long (50pcs/ Bundle)	4		
126	pack	Folder, white 14 pts. 9"x 14.5", Legal	7		
127	pack	Folder, white, 14 pts 9" x 11.5", Letter	5		
128	box	Paper Clip, Big 50mm, Vinyl Coated	10		
129	box	Paper Clip, Small 28mm Vinyl Coated	10		
130	bottle	Paste with Spreader, 200g	10		
131	box	Pencil #2 with eraser	5		
132	pack	Photopaper, Glossy A4 Size 220 gsm(10pcs/pack)	5		
133	pc	Puncher, 2-hole(Heavy Duty)	5		
134	box	Sign Pen,black, liquid/gel ink, 0.5mm needle tip	2		
135	box	Sign Pen,blue, liquid/gel ink, 0.5mm needle tip	5		
136	box	Staple wire # 35 5,000pcs	50		
137	pc	Scissors 6"(Medium size, Heavy duty)	6		
138	pc	Tape Dispenser, Heavy duty for 1" tape	5		
139	pc	Magnetic Whiteboard and Cork Board Combination Board 18 inches X 24	4		
140	pc	File Box	50		
141	ream	Neon Art Paper Assorted color Legal Size	20		
142	pc	Heavy Duty Pencil Sharpener	3		
143	pad	Sticky Noted pad	20		
144	pcs	Accession Record Book	12		
145	pcs	Movable TV Stand Specs: Color. Black	2		



**BIDS AND AWARDS COMMITTEE**

		Material: Cold rolled steel - Aluminum alloy Size: LXWXH 35.4x25.2x67 inch TV Mount Height Adjustable: 42.5-59 inch			
146	pcs	4 layer Vertical Filing Cabinet 20"X 52	1		
147	pcs	Book End heavy Duty	100		
148	pcs	Steel Double Sided Book Cart Shelves	2		
149	pcs	Double Sided Bookshelves	2		
150	pcs	Book stand display (Small, Medium and Large) Assorted	10		
151	pcs	Cabinets for files and /or reagents with free delivery and installation FC-4D Jersey Filing Cabinet (Assembled) Ergonomic Vertical Filing Cabinet, 4 drawer vertical filing cabinet Color: Beige Size: 62x46x133 cm Assembled	5		
152	unit	Water Dispenser (Model: HF SWD-800), 230 V, 60 Hz, heating power-500W, cooling power/current-85 W/0.8 A	2		
153	tank	Fire Extinguisher Type ABC 10 LBS with free wall bracket, dry chemical, ISO Certified	10		
154	Unit	Paper Shredder (Heavy Duty) Specification Security Level: P4 Sheet Capacity: 16 Wastebasket Capacity: 31 L Run Time: 30 min Cut Size: 4x40mm	1		
155	Unit	Binding Machine 24 Holes 450 sheets binding capacity 22 sheets (80g) punching capacity 24 holes	1		





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

		For A4 and Long size paper Paper Margin: 2.5/3.5/4.5/5.5 mm Distance between holes: 14.3mm Dimension:57.4x32x41.3 cm			
<b>TOTAL</b>			<b>2,917</b>		

\_\_\_\_\_  
Name and Signature of the Bidder/Authorized Representative

\_\_\_\_\_  
Name of the Company