



REQUEST FOR QUOTATION/BID FORM

Date: May 06, 2025
PR No.: 2025-04-704, 741,742 & 757
Fund: 101
End-User: Various Users

Project Name: Procurement of Office & ICT Supplies for Cash Unit, Center for Culture and Arts & CAO Administration

ABC: Seventy Five Thousand Nine Hundred Ninety Two Pesos & 50/100 (Php75,992.50)

Mode of Procurement: SHOPPING (Section 52.1(b) of the 2016 RIRR of RA 9184)

Mode of Evaluation: Lot Evaluation

Delivery Period: Fifteen (15) calendar days upon receipt of P.O.

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below and submit your quotation duly signed by your representative not later than **MAY 13, 2025** sealed in an envelope.

GEMMA G. ACEDO, Ph.D.
BAC Chairperson

Note:

- Bidder shall provide correct and accurate information required in this form. All entries must be typewritten or legibly written.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Bidder may submit, if available, original brochure showing certifications of the product being offered.
- Quotations through email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order.
- Documentary requirements shall be attached upon submission of the quotation:
 - Mayor's/Business Permit
 - PhilGEPS Registration Certificate
 - Income/Business Tax Returns (for ABC's above P500K)
 - Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award

Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
1	Arc file folder, 3 hole, LD300, 3", long, BLUE	25	piece				
2	Ballpen, ordinary, BLUE	35	piece				
3	Ballpen, roller ballpen, ultra fine, .04, blue	15	piece				
4	Ballpen, sign pen, BLUE	54	piece				
5	Bank Dual Way Counter Piece	3	set				
6	Battery, dry cell, size AA (2pcs/pack)	1	pack				
7	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	2	box				
8	Binder Clip, backfold 3/4" (19mm) (12's/bx)	2	box				
9	Cartolina, white	5	piece				
10	Correction Tape 5mm x 10m	14	piece				
11	Dater Stamp, 5mm, 12 Years (2022-2033)	1	piece				
12	Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color	1	piece				
13	Desktop Document Tray Organizer, 3-tier, heavy duty	2	piece				
14	Envelope, Brown, 200 lbs, Legal	25	piece				
15	Envelope, EXPANDING, with garter, legal, brown or	15	piece				
16	Envelope, EXPANDING, with garter, legal, KRAFT	5	piece				



Republic of the Philippines
CATANDUANES STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
Virac, Catanduanes

17	Epson Ink 003, C13T00V100 Black	8	cart				
18	Epson Ink 003, C13T00V100 Cyan	8	cart				
19	Epson Ink 003, C13T00V100 Magenta	8	cart				
20	Epson Ink 003, C13T00V100 Yellow	8	cart				
21	Epson L110/210 refill ink T6641, 70 ml	5	cart				
22	Epson L110/210 refill ink T6641, 70 ml	2	cart				
23	Epson L110/210 refill ink T6641, 70 ml	2	cart				
24	Epson L110/210 refill ink T6641, 70 ml	2	cart				
25	Epson L3110 refill ink black, 65 ml	15	cart				
26	Epson L3110 refill ink cyan, 65 ml	5	cart				
27	Epson L3110 refill ink magenta, 65 ml	5	cart				
28	Epson L3110 refill ink yellow, 65 ml	5	cart				
29	Erasable rollerball pen, 0.4mm blue	10	piece				
30	Folder, expandable, pressboard, legal, brown or white	15	piece				
31	Folder, white, pre-punched, 15 points, legal	65	piece				
32	Highlighter, yellow	3	piece				
33	Index tab, self-adhesive, 3 set, assorted colors	1	pack				
34	Marking Pen, for whiteboard, felt tip, BLACK	5	piece				
35	Note pad, stick on, 3x2, yellow	4	pad				
36	Note pad, stick on, 4x4, yellow	4	pad				
37	Paper Clip Vinyl Coated, jumbo (50mm)	10	box				
38	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	65	ream				
39	Paper, Multi-purpose paper, subs. 24, 80 gsm, white LEGAL (8.5x 13)	30	ream				
40	Puncher Heavy duty with gauge, 2 hole guide	3	piece				
41	Record Book 500 pages w/ printed "Official Record	10	piece				
42	Scissors, symmetrical, 158mm min. Overall length, for	5	piece				
43	Sticky Notes, Morandi Colorful Boxed Index Tabs,	6	box				
44	Tape, double sided, 1" width, usable length 10m	5	roll				
45	Tape, transparent, 24mm (1") width, usable length of 50m	2	roll				
46	Tape, transparent, 48mm (2") width, usable length of 50m	2	roll				
TOTAL BID PRICE							

After having carefully read and accepted your General Conditions, I/We submit our quotation/s for the item/s above.

Signature over Printed Name

Position/Designation

Office Mobile No. / E-mail Address

TERMS AND CONDITIONS

1. Quotations exceeding the Approved Budget for the Contract shall be rejected.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
3. The item/s shall be delivered according to the accepted offer of the bidder.
4. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
5. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CatSU may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
6. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.