



REQUEST FOR QUOTATION/BID FORM

Date: May 07, 2025
PR No.: 2025-03-524 Et.al
Fund: 164
End-User: Ar./Enp. Jose G. Ong Et. al.

Project Name: **PROCUREMENT OF OFFICE SUPPLIES FOR VARIOUS OFFICES**
ABC: Seventy Five Thousand Four Hundred Fifteen Pesos and Six/100 (Php 75,415.06)
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 B. ACEDO
BAC Chairperson *[Signature]*

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, 2 ring, LD300, 2", A4, Red, Blue, Black	4	piece				
2	Ballpen, ballpoint, Ordinary, BLACK	40	piece				
3	Ballpen, My Gel 0.05mm, Red	12	piece				
4	Ballpen, roller ballpen, ultra fine, 0.4, BLACK	5	piece				
5	Ballpen, roller ballpen, ultra fine, 0.4, BLUE	5	piece				
6	Ballpen, sign pen, BLACK REFILL	6	piece				
7	Ballpen, Sign Pen, Blue	25	piece				
8	Ballpen, sign pen, BLUE REFILL	6	piece				
9	Ballpen, ballpoint, oil gel, Ordinary, BLUE	106	piece				
10	Battery, dry cell, size AA (2pcs/pack)	3	pack				
11	Battery, dry cell, size AAA (2pcs/pack)	3	pack				
12	Binder Clip, backfold 1" (25mm) (12's/bx)	3	piece				
13	Cartolina, Assorted Colors	50	piece				
14	CD-RW, with Case	3	piece				
15	Certificate Holder, A4, BLUE	6	piece				
16	Certificate Holder, A4, Wood Frame	5	piece				
17	Certificate Holder, LEGAL, Black	10	piece				
18	Clear Book, LEGAL	3	piece				
19	Correction Tape, 5mm x 10m	48	piece				
20	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	1	piece				
21	Desktop Document Tray Organizer, 3-tier, heavy duty	1	piece				
22	Envelope, Brown, Long	40	piece				
23	Envelope, White, Long	48	piece				
24	Expanding Plastic Envelope Long, color Green	4	piece				
25	Expanding, Envelope LONG with garter, color Brown	31	piece				
26	File Box, Long, Navy Blue	3	piece				



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

27	Folder, expandable, pressboard, LEGAL, White	6	piece				
28	Folder, white, pre-punched, 14 points, A4	37	piece				
29	Folder, White, pre-punched, 14 points, LEGAL	86	piece				
30	Glue Gun, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big	4	piece				
31	Glue Gun, hot melt glue, 40W, AC-100-240V, 50-60Hz, Small	5	piece				
32	Glue Stick, Big	20	piece				
33	Glue Stick, Small	20	piece				
34	Glue, multi-purpose, non-toxic, fast dry, for non-porous material, 130g	15	piece				
35	Index Tab, self-adhesive, 3 set, Assorted	3	piece				
36	Marking Pen for whiteboard, board tip, BLACK	6	piece				
37	Marking Pen REFILL Ink for Whiteboard, BLACK	2	piece				
38	Marking pen, water resistant, permanent marker, BLACK	5	piece				
39	Note pad, stick on, 3x2	6	pad				
40	Note pad, stick on, 3x4	5	pad				
41	Note pad, stick on, 4x4	3	pad				
42	Paper, Copier paper, subs. 20, 70gsm, A3 (297mm x 420mm)	2	ream				
43	Paper, Copier paper, subs. 20, 70gsm, A4 (8.27 x 11.69)	10	ream				
44	Paper, Copier paper, subs. 20, 70gsm, LEGAL (8.5x13)	7	ream				
45	Paper, Multi- Copy Paper, subs. 24, 80 gsm, White A4	32	ream				
46	Paper, Multi- Copy Paper, subs. 24, 80 gsm, White LEGAL	15	ream				
47	Paper, Multi- Copy Paper, subs. 24, 80 gsm, White SHORT	5	ream				
48	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27 x 11.69)	40	ream				
49	Paper, Multi-purpose paper, subs. 24, 80 gsm, white LEGAL (8.5 x 13)	27	ream				
50	Paper, Multi-purpose paper, subs. 24, 80 gsm, white LETTER (8.5 x 11)	3	ream				
51	Paper, Vellum, 220 gsm, A4, White (for Certificates)	2	piece				
52	Paper, Vellum, 220 gsm, LONG, White (for Certificates)	2	piece				
53	Pencil #1 (fine, exact point, soft, non-smudge eraser)	114	piece				
54	Pencil #2 (fine, exact point, soft, non-smudge eraser)	12	piece				
55	Record Book 200 apges w/ printed "Official Record Book)	5	piece				
56	Ruler plastic 12"	6	piece				
57	Scissors, symmetrical, 215mm min. overall length, for office use	2	piece				
58	Sign Pen, Hi-Techpoint V10 Grip, Blue	12	piece				
59	Stamp Pad, clear stamp, felt no.2	2	piece				
60	Staple Remover, plier type, metal	2	piece				
61	Staple Wire, No.35, standard 267/6, 5000s/box	11	box				
62	Stapler, office use, loads 100pcs no. 35 staples, ergonomic style	2	piece				
63	Tape, masking, 12mm (1/2") width, usable length of 50m	5	roll				
64	Tape, masking, 24mm (1") width, usable length of 50m	5	roll				
65	Tape, masking, 48mm (2") width, usable length of 50m	5	roll				
66	Tape, Transparent, 24mm (1") width, usable length of 50m	5	roll				



67	Tape, Transparent, 48mm (2") width, usable length of 50m	5	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.