



REQUEST FOR QUOTATION/BID FORM

Date: June 16, 2025
PR No.: 2025-05-834 & 835
Fund: 101
End-User: Rudy P. Tablizo, Ph.D.

Project Name: Procurement of Office & ICT Supplies for Sports Development Services
ABC: Sixty Four Thousand Nine Hundred Ninety One Pesos (Php64,991.00)
Mode of Procurement: Small Value Procurement (Section 34 of the IRR of RA 12009)
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 **JUNE 23, 2025** sealed in an envelope.

GEMMA G. ARZEDO, 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	Ballpen, ordinary black	22	piece				
2	Ballpen, ordinary blue	22	piece				
3	Ballpen, roller ballpen, ultra fine .04, black	20	piece				
4	Ballpen, roller ballpen, ultra fine .04, blue	25	piece				
5	Ballpen, sign pen, liquid/Gel Ink, 0.5 mm needle tip with non-slip grip black	25	piece				
6	Ballpen, sign pen, liquid/Gel Ink, 0.5 mm needle tip with non-slip grip blue	38	piece				
7	Binder Clip, backfold 3/4" (19mm) (12's/bx)	22	box				
8	Binder Clip, backfold 1" (25mm) (12's/bx)	25	box				
9	Data file box-size: legal (BLUE)	20	piece				
10	Marking Pen, water resistant, permanent marker, BLACK, broad	10	piece				
11	Marking Pen, water resistant, permanent marker, BLUE, fine	10	piece				
12	Marking pen, for whiteboard, felt tip, BLUE	40	piece				
13	Marking pen, for whiteboard, broad, BLACK	25	piece				
14	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x11.69)	25	ream				
15	Paper, Multi-purpose paper, subs. 24, 80 gsm, white Legal (8.5x13)	25	ream				

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

16	Paper, photo, A4 (220 GSM) 20	25	pack				
17	Record Book 300 pages w/ printed	12	piece				
18	Tape, transparent, 24mm (1') width, usable length of 50m	15	roll				
19	Tape, transparent, 48mm (2') width, usable length of 50m	15	roll				
20	Epson L110/210 refill ink T6641, 70ml	15	btl				
21	Epson L110/210 refill ink T6642, 70ml	10	btl				
22	Epson L110/210 refill ink T6643, 70ml	10	btl				
23	Epson L110/210 refill ink T6644, 70ml	10	btl				
24	Epson 3210 refill ink 003, black, 65ml	43	btl				
25	Epson 3210 refill ink 003, cyan, 65ml	17	btl				
26	Epson 3210 refill ink 003, magenta, 65ml	17	btl				
27	Epson 3210 refill ink 003, yellow, 65ml	17	btl				
28	USB flash drive 64GB	2	pc				
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. 12009.

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