



REQUEST FOR QUOTATION/BID FORM

Date: May 07, 2025
PR No.: 2025-02-166, et al.
Fund: 101
End-User: Various Users

Project Name: Procurement of Office & ICT Supplies for Various Offices
ABC: Seventy Six Thousand One Hundred Forty Five Pesos & 45/100 (Php76,145.45)
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:

a. Mayor's/Business Permit

b. PhilGEPS Registration Certificate

c. Income/Business Tax Returns (for ABC's above P500K)

d. 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		
	Office Supplies						
1	Ballpen, ballpoint, oil gel, ordinary, BLUE	83	piece				
2	Envelope, brown, 200 lbs, A4	28	piece				
3	Envelope, brown, 200 lbs, LEGAL	28	piece				
4	Folder, white, pre-punched, 14 points, A4	44	piece				
5	Folder, white, pre-punched, 14 points, LEGAL	55	piece				
6	Manila Paper	13	piece				
7	Marking Pen, water resistant, permanent marker, BLACK	23	piece				
8	Paper, Multi-copy paper, subs. 24, 80 gsm, white A4 (8.27 x 11.69)	72	ream				
9	Paper, Multi-copy paper, subs. 24, 80 gsm, white LEGAL (8.5 x 13)	51	ream				
10	Pencil#1 (fine, exact point, soft, non-smudge eraser)	5	piece				
11	Pencil#2 (fine, exact point, soft, non-smudge eraser)	39	piece				
12	Sign pen, Blue 0.5	15	piece				



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

ICT Supplies						
13	Epson L3110 refill ink black, 65 ml	22	bottle			
14	Epson L3110 refill ink cyan, 65 ml	8	bottle			
15	Epson L3110 refill ink magenta, 65 ml	8	bottle			
16	Epson L3110 refill ink yellow, 65 ml	8	bottle			
17	USB Flash drive 32GB	6	piece			
18	USB Flash drive 4GB	2	piece			
19	USB Flash drive 64GB	5	piece			
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.