



**REQUEST FOR QUOTATION/BID FORM**

Date: June 24, 2025  
PR No.: 2025-04-737  
Fund: 164  
End-User: Maria Alma V. Tabirara

Project Name: **PROCUREMENT OF OFFICE SUPPLIES FOR COLLEGE OF HEALTH SCIENCES**  
ABC: One Hundred Eighty One Thousand One Hundred Seventy One Pesos (Php 181,171.00)  
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 **JUNE 27, 2025** sealed in an envelope.

  
**ROMMEL S. TORRES**  
BAC Vice-Chairperson

**Note:**

1. Bidder shall provide correct and accurate information required in this form. All entries must be typewritten or legibly written.
2. 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.
3. Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Bidder may submit, if available, original brochure showing certifications of the product being offered.
5. Quotations through email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order.
6. 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		
1	Arc file folder, 3 hole, LD300, 3", LONG, Blue	50	pc				
2	Ballpen, ordinary, BLACK	30	pc				
3	Ballpen, ordinary, BLUE	50	pc				
4	Ballpen, sign pen, BLACK	30	pc				
5	Ballpen, Sign Pen, BLUE	100	pc				
6	Battery, dry cell, size AA (2 pcs/pack)	3	pack				
7	Battery, dry cell, size AAA (2 pcs/pack)	3	pack				
8	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	10	box				
9	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	10	box				
10	Binder Clip, backfold 1" (25mm) (12's/bx)	10	box				
11	Binder Clip, backfold 2" (51mm) (12's/bx)	10	box				
12	Binder Clip, backfold 3/4" (19mm) (12's/bx)	10	box				
13	Calculator, 12 digits, 2 way-power	1	pc				
14	Certificate holder, A4, BLUE	10	pc				
15	Certificate holder, Legal, RED	10	pc				
16	Cork Pin/Push pin 100s	3	box				
17	Correction tape, 55mm x10m	25	pc				
18	Cutter Heavy Duty, Plastic molded body, for office use	2	pc				
19	Data file box, Legal, BLUE	50	pc				
20	Envelope, Brown, 200lbs, A4	50	pc				
21	Envelope, Brown, 200lbs, LEGAL	50	pc				
22	Envelope, EXPANDING, with garter, LEGAL, BLUE	50	pc				
23	Envelope, EXPANDING, with garter, LEGAL, Kraft	50	pc				
24	Envelope, White, Long, (105mm x 241mm)	50	pc				





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**BIDS AND AWARDS COMMITTEE**  
Virac, Catanduanes

25	Eraser, blackboard/whiteboard	10	pc				
26	Eraser, for pencil/draft writing, plastic/rubber, Rectangular	10	pc				
27	Folder, Expandable, pressboard, Legal, BLUE	40	pc				
28	Folder, White, pre-punched, 14 points, A4	35	pc				
29	Folder, White, pre-punched, 14 points, LEGAL	65	pc				
30	Frixion erasable rollerball pens, 0.4mm, BLACK	10	pc				
31	Frixion erasable rollerball pens, 0.4mm, BLUE	15	pc				
32	Glue Gun, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big	1	pc				
33	Glue Stick, Big	20	pc				
34	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	10	pc				
35	Highlighter, Neon Green	5	pc				
36	Highlighter, Neon Orange	5	pc				
37	Highlighter, Neon Pink	5	pc				
38	Highlighter, Neon Yellow	5	pc				
39	Index tab, self-adhesive, 3 colors/set	15	box				
40	Marking Pen, water resistant, permanent marker, BLACK, Board	10	pc				
41	Marking Pen, water resistant, permanent marker, BLACK, Fine	10	pc				
42	Marking Pen. For Whiteboard, felt tip, BLACK	10	pc				
43	Note pad, stick on, 3x2 (Pink)	40	pad				
44	Note pad, stick on, 3x3 (Blue)	20	pad				
45	Note pad, stick on, 3x4 (Yellow)	20	pad				
46	Paper Clip Vinyl Coated, Jumbo (50 mm)	20	box				
47	Paper Clip Vinyl Coated, Small (33 mm)	20	box				
48	Paper fastener, plastic, colored, 70mm (2 3/4") centers, 50mm capacity	10	box				
49	Paper, Colored, Legal, assorted colors, 250 sheets, 80gsm	5	pack				
50	Paper, Multi-purpose Paper, subs. 24, 70gsm, White LEGAL (8.5 x 13)	200	ream				
51	Paper, Multi-purpose Paper, subs. 24, 80gsm, White A4 (8.27 x 11.69)	200	ream				
52	Paper, photo, A4, Dual sided (220 gsm) 20 sheets/pack, Glossy	20	pack				
53	Paper, Sticker, White, A4, inkjet-friendly, 10 sheets/pack, GLOSSY	20	pack				
54	Paper, Sticker, White, LONG, inkjet-friendly, 10 sheets/pack, GLOSSY	20	pack				
55	Pencil #2 (fine, exact point, soft, non-smudge eraser)	50	pc				
56	Puncher heavy Duty with gauge, 2 hole guide	3	pc				
57	Record Book 200 pages w/ printed "Official Record Book"	5	pc				
58	Record Book 300 pages w/ printed "Official Record Book"	5	pc				
59	Record Book 500 pages w/ printed "Official Record Book"	5	pc				
60	Ring Binder (1 1/2" x 44") Plastic, BLACK	30	pc				
61	Ring Binder (1" x 44") Plastic, BLACK	30	pc				
62	Ring Binder (1/2" x 44") Plastic, BLACK	30	pc				
63	Ring Binder (3/4" x 44") Plastic, BLACK	30	pc				
64	Ruler Plastic 12"	5	pc				
65	Ruler Plastic 18"	2	pc				
66	Scissors, symmetrical, 158mm min. Overall length, for office use	10	pc				
67	Staple Wire, No.35, standard 267/6, 5000s/box	20	pc				
68	Stapler Remover, plier type, metal	10	pc				





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69	Stapler, office use, loads 100pcs no.35 staples, ergonomic style	10	pc				
70	Tape, masking, 24mm (1") width, usable length of 50m	10	roll				
71	Tape, masking, 48mm (2") width, usable length of 50m	10	roll				
72	Tape, transparent, 24mm (1") width, usable length of 50m	10	roll				
73	Tape, transparent, 48mm (2") width, usable length of 50m	10	roll				
74	Tape, masking, 24mm (1") width, usable length of 50m	10	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.