



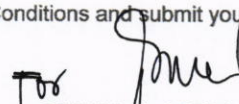
REQUEST FOR QUOTATION/BID FORM

Date: 10-Jul-25
PR No.: 2025-07-920
Fund: 101
End-User: Joerandy C. Tablizo

Project Name: **Procurement of Office Supplies for Laboratory Schools**
ABC: One Hundred Seventeen Thousand One Hundred Forty Five Pesos (117,145.00)
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 PO

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions and submit your quotation duly signed by your representative not later than **July 15, 2025** sealed in an envelope.


GEMMA S. 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	5	piece				
2	Ballpen, ordinary, BLACK	50	piece				
3	Ballpen, ordinary, BLUE	50	piece				
4	Ballpen, ordinary, RED	20	piece				
5	Ballpen, sign pen, BLACK	20	piece				
6	Ballpen, sign pen, BLUE	20	piece				
7	Ballpen, sign pen, RED	8	piece				
8	Battery, Dry Cell, Size AA, dry cell, (2 pcs/pack)	3	pack				
9	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	4	box				
10	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	4	box				
11	Binder Clip, backfold 1" (25mm) (12's/bx)	4	box				
12	Binder Clip, backfold 2" (51mm) (12's/bx)	4	box				
13	Binder Clip, backfold 3/4" (19mm) (12's/bx)	4	box				
14	Cartolina, light blue, yellow	30	piece				
15	Calculator, 12 digits, 2 way-power	2	piece				
16	Certificate holder, short, blue or green	20	piece				
17	Correction Tape 5mm x 10mm	20	piece				
18	Cork board bulletin board 4x8	1	unit				
19	Cutter, heavy duty, plastic molded body, for office use	3	piece				
20	Data file box, legal, blue or green	6	piece				
21	Dater Stamp, 5mm, 12 Years (2025-2037)	2	piece				





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

22	Desktop Document Tray Organizer, 3-tier, heavy-duty	2	piece				
23	Envelope, Brown, 200 lbs, A4	50	piece				
24	Envelope, Brown, 200 lbs, Legal	50	piece				
25	Envelope, EXPANDING, with garter, hard plastic, legal	2	piece				
26	Envelope, EXPANDING, with garter, legal, brown	10	piece				
27	Eraser, for pencil/draft writing, plastic/rubber, rectangular	10	piece				
28	File tab divider, legal	6	set				
29	Folder, expandable, pressboard, legal, brown	10	piece				
30	Folder, white, pre-punched, 14 points, A4	40	piece				
31	Folder, white, pre-punched, 14 points, legal	70	piece				
32	Glue stick, big	40	piece				
33	Glue stick, small	40	piece				
34	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	10	piece				
35	Highlighter, neon colors	6	piece				
36	Marking pen, water resistant, permanent marker, BLACK, broad	8	piece				
37	Marking pen, water resistant, permanent marker, BLUE, broad	8	piece				
38	Marking Pen, for whiteboard, felt tip, BLACK	10	piece				
39	Marking Pen, for whiteboard, felt tip, BLUE	10	piece				
40	Note pad, stick on, 3x3, assorted colors	6	pad				
41	Note pad, stick on, 3x5, assorted colors	6	pad				
42	Note pad, stick on, 4x4, assorted colors	6	pad				
43	Paper clip Vinyl Coated, small (33mm)	8	box				
44	Paper clip Vinyl Coated, jumbo (50mm)	8	box				
45	Paper fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	3	box				
46	Paper tray, 3 layers, steel	2	unit				
47	Paper, colored, legal, assorted colors, 250 sheets, 80 gsm	2	ream				
48	Paper, colored, short, assorted colors, 250 sheets, 80 gsm	1	ream				
49	Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	100	ream				
50	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LEGAL (8.5x13)	110	ream				
51	Paper, Multi-purpose paper, subs. 24, 80 gsm, white, LETTER (8.5x11)	10	ream				
52	Paper, parchment, long 9 x 12, 160 gsm	300	piece				
53	Paper, photo, A4, Dual Sided (220 GSM) 20 sheets/pack (matte)	10	pack				
54	Paper, Sticker, white, long, inkjet-friendly, 10 sheets/pack, matte	10	pack				
55	Paper, Vellum (for Certificates), 180gsm, LONG (white)	80	pack				
56	Paper, Vellum (for Certificates), 180gsm, SHORT (white)	90	pack				
57	Rubber band jumbo, all purpose, transparent, size 18	2	box				
58	Stainless Steel Ruler	3	piece				
59	Stamp Pad, clear stamp, felt, No. 2	3	piece				
60	Stamp Pad, clear stamp, felt, No. 3	4	piece				
61	Staple wire, No.35, standard, 267/6, 5000s/box	5	box				



62	Tape dispenser, 19mm width, 38mm diameter, 26mm core, high quality, heavy-duty	2	piece				
63	Tape, double sided, 1" width, usable length 10m	5	roll				
64	Tape, double sided 1", 50m	5	roll				
65	Tape, masking, 24mm (1") width, usable length of 50m	5	roll				
66	Tape, masking, 48mm (2") width, usable length of 50m	15	roll				
67	Tape, packing, 24mm (1") width, usable length of 50m	10	piece				
68	Tape, packing, 48mm (2") width, usable length of 50m	15	piece				
69	Tape, transparent, 24mm (1') width, usable length of 50m	10	roll				
70	Tape, transparent, 48mm (2') width, usable length of 50m	10	roll				
71	Thumbtacks	15	box				
				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.