



## REQUEST FOR QUOTATION/BID FORM

Date: May 09, 2025  
PR No.: 2025-02-155, et.al  
Fund: 101  
End-User: Various Users

Project Name: Procurement of Office Supplies for Various Offices  
ABC: Six Hundred Nineteen Thousand Nine Hundred Ninety Three Pesos & 30/100 (Php619,993.30)  
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 14, 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:
  - 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/<br>Brand/Model | Remarks |
|----------|---------------------------------------------------------|-----|-------|------------|-------------|-------------------------------|---------|
|          |                                                         |     |       | Unit Price | Total Price |                               |         |
| 1        | Acetate cover, gauge 6                                  | 2   | roll  |            |             |                               |         |
| 2        | Arc file folder, 3 hole, LD300, 2", long, BLUE          | 6   | piece |            |             |                               |         |
| 3        | Arc File folder, 3 hole, LD300, 3", long, BLUE          | 35  | piece |            |             |                               |         |
| 4        | Ballpen, 0.5mm, blue                                    | 36  | piece |            |             |                               |         |
| 5        | Ballpen, ordinary, black                                | 114 | piece |            |             |                               |         |
| 6        | Ballpen, ordinary, blue                                 | 214 | piece |            |             |                               |         |
| 7        | Ballpen, ordinary, red                                  | 40  | piece |            |             |                               |         |
| 8        | Ballpen, roller ballpen, ultra fine, 04, BLACK          | 59  | piece |            |             |                               |         |
| 9        | Ballpen, roller ballpen, ultra fine, 04, BLUE           | 89  | piece |            |             |                               |         |
| 10       | Ballpen, roller ballpen, ultra fine, .04, Refill, Black | 10  | piece |            |             |                               |         |
| 11       | Ballpen, roller ballpen, ultra fine, .04, Refill, Blue  | 10  | piece |            |             |                               |         |
| 12       | Ballpen, sign pen REFILL, BLUE                          | 50  | piece |            |             |                               |         |
| 13       | Ballpen, sign pen, black                                | 72  | piece |            |             |                               |         |
| 14       | Ballpen, sign pen, blue                                 | 252 | piece |            |             |                               |         |
| 15       | Ballpen, sign pen, green                                | 36  | piece |            |             |                               |         |
| 16       | Battery, dry cell, size AA (2pcs/pack)                  | 16  | pack  |            |             |                               |         |
| 17       | Battery, dry cell, size AAA (2pcs/pack)                 | 11  | pack  |            |             |                               |         |
| 18       | Binder Clip, backfold 1 1/4" (32mm) (12's/bx)           | 15  | box   |            |             |                               |         |





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|    |                                                                                                         |     |        |  |  |  |  |
|----|---------------------------------------------------------------------------------------------------------|-----|--------|--|--|--|--|
| 19 | Binder Clip, backfold 1 5/8" (41mm) (12's/bx)                                                           | 35  | box    |  |  |  |  |
| 20 | Binder Clip, backfold 1" (25mm) (12's/bx)                                                               | 20  | box    |  |  |  |  |
| 21 | Binder Clip, backfold 2" (51mm) (12's/bx)                                                               | 30  | box    |  |  |  |  |
| 22 | Binder Clip, backfold 3/4" (19mm) (12's/bx)                                                             | 20  | box    |  |  |  |  |
| 23 | Calculator, 12 digits, 2 way-power                                                                      | 6   | piece  |  |  |  |  |
| 24 | Certificate holder, A4, BLUE                                                                            | 30  | piece  |  |  |  |  |
| 25 | Certificate holder, A4, wood frame                                                                      | 50  | piece  |  |  |  |  |
| 26 | Certificate holder, long, wood frame                                                                    | 50  | piece  |  |  |  |  |
| 27 | Certificate holder, legal, BLUE                                                                         | 30  | piece  |  |  |  |  |
| 28 | Correction Tape 5mm x 10m                                                                               | 224 | piece  |  |  |  |  |
| 29 | Cutter blade, for heavy duty cutter, (L:500), 10pcs/pack                                                | 5   | pack   |  |  |  |  |
| 30 | Cutter heavy duty, plastic molded body, for office use                                                  | 5   | pack   |  |  |  |  |
| 31 | Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use                                    | 1   | pc     |  |  |  |  |
| 32 | Data file box - size: legal, color: blue                                                                | 20  | piece  |  |  |  |  |
| 33 | Data file box - size: legal, color: green                                                               | 12  | piece  |  |  |  |  |
| 34 | Data file box, BLUE                                                                                     | 4   | piece  |  |  |  |  |
| 35 | Dater Stamp, 5mm, 12 Years (2022-2033)                                                                  | 5   | piece  |  |  |  |  |
| 36 | Dating & Stamping Machine, heavy duty, Self-inking stamp, four band date and 12-year band, single color | 4   | piece  |  |  |  |  |
| 37 | Desktop Document Tray Organizer, 3-tier, heavy duty                                                     | 3   | piece  |  |  |  |  |
| 38 | Envelope, brown, 200 lbs, A4                                                                            | 36  | piece  |  |  |  |  |
| 39 | Envelope, brown, 200 lbs, legal                                                                         | 220 | piece  |  |  |  |  |
| 40 | Envelope, EXPANDING, with garter, legal, BLUE                                                           | 12  | piece  |  |  |  |  |
| 41 | Envelope, EXPANDING, with garter, legal, YELLOW                                                         | 50  | piece  |  |  |  |  |
| 42 | Envelope, Mailing, white, 70gsm, long (105mmx241mm) 500 pcs/box                                         | 10  | piece  |  |  |  |  |
| 43 | Epson printer refill ink, black, 65 ml (003)                                                            | 10  | bottle |  |  |  |  |
| 44 | Epson printer refill ink, cyan, 65 ml (003)                                                             | 10  | bottle |  |  |  |  |
| 45 | Epson printer refill ink, magenta, 65 ml (003)                                                          | 10  | bottle |  |  |  |  |
| 46 | Epson printer refill ink, yellow, 65 ml (003)                                                           | 10  | bottle |  |  |  |  |
| 47 | Eraser, blackboard/whiteboard                                                                           | 33  | piece  |  |  |  |  |
| 48 | Eraser for pencil/draft writing, plastic/rubber, rectangular                                            | 10  | piece  |  |  |  |  |
| 49 | File tab divider, legal                                                                                 | 5   | piece  |  |  |  |  |
| 50 | Filebox, Long (Color blue)                                                                              | 30  | piece  |  |  |  |  |
| 51 | Folder, brown, pre-punched, 14 points, legal;                                                           | 10  | piece  |  |  |  |  |
| 52 | Folder, expandable, pressboard, legal BLUE                                                              | 220 | piece  |  |  |  |  |
| 53 | Folder, expandable, pressboard, legal LIGHT BLUE                                                        | 20  | piece  |  |  |  |  |
| 54 | Folder, expandable, pressboard, legal GREEN                                                             | 130 | piece  |  |  |  |  |
| 55 | Folder, expandable, pressboard, legal RED                                                               | 65  | piece  |  |  |  |  |
| 56 | Folder, white, pre-punched, 14 points, A4                                                               | 170 | piece  |  |  |  |  |
| 57 | Folder, white, pre-punched, 14 points, legal                                                            | 470 | piece  |  |  |  |  |
| 58 | Glue all purpose in jar w/ applicator, 200 gms                                                          | 8   | piece  |  |  |  |  |
| 59 | Glue, multi purpose, non toxic, fast dry, for no porous materials                                       | 1   | piece  |  |  |  |  |
| 60 | Glue, multi purpose, non toxic, fast dry, for no porous materials, 130g                                 | 15  | piece  |  |  |  |  |
| 61 | Highlighter Color Neon Green                                                                            | 23  | piece  |  |  |  |  |
| 62 | Highlighter Color Green                                                                                 | 20  | piece  |  |  |  |  |
| 63 | Highlighter Neon (orange)                                                                               | 23  | piece  |  |  |  |  |
| 64 | Highlighter neon, pink                                                                                  | 11  | piece  |  |  |  |  |
| 65 | Highlighter neon, yellow                                                                                | 23  | piece  |  |  |  |  |
| 66 | Index tab, self-adhesive, 3 colors/set                                                                  | 7   | pack   |  |  |  |  |
| 67 | Marking Pen for whiteboard, broad tip, color BLACK                                                      | 50  | piece  |  |  |  |  |
| 68 | Marking Pen for whiteboard, broad tip, color BLUE                                                       | 20  | piece  |  |  |  |  |





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|-----|-------------------------------------------------------------------------|-----|-------|--|--|--|--|
| 69  | Marking Pen REFILL Ink for Whiteboard, 30 ML color BLACK                | 12  | piece |  |  |  |  |
| 70  | Marking Pen REFILL Ink for Whiteboard, 30 ML color BLUE                 | 5   | piece |  |  |  |  |
| 71  | Marking pen, for whiteboard, felt tip, BLACK                            | 18  | piece |  |  |  |  |
| 72  | Marking pen, for whiteboard, felt tip, BLUE                             | 10  | piece |  |  |  |  |
| 73  | Marking Pen, water resistant, permanent marker broad color: BLUE        | 10  | piece |  |  |  |  |
| 74  | Marking Pen, water resistant, permanent marker fine color: BLUE         | 8   | piece |  |  |  |  |
| 75  | Marking Pen, water resistant, permanent marker, BLACK, broad            | 13  | piece |  |  |  |  |
| 76  | Marking pen, water resistant, permanent marker, BLACK, fine             | 8   | piece |  |  |  |  |
| 77  | Marking pen, water resistant, permanent marker, RED, fine               | 2   | piece |  |  |  |  |
| 78  | Note pad, stick on 3x2                                                  | 10  | pad   |  |  |  |  |
| 79  | Note Pad, stick on, 3x2 color: YELLOW                                   | 20  | pad   |  |  |  |  |
| 80  | Note pad, stick on, 3x3                                                 | 10  | pad   |  |  |  |  |
| 81  | Note pad, stick on, 3x3 PINK                                            | 10  | pad   |  |  |  |  |
| 82  | Note pad, stick on, 3x4 (orange)                                        | 10  | pad   |  |  |  |  |
| 83  | Note pad, stick on, 3x5 (green)                                         | 10  | pad   |  |  |  |  |
| 84  | Note pad, stick on, 3x5, yellow                                         | 10  | pad   |  |  |  |  |
| 85  | Note pad, stick on, 4x4 (blue)                                          | 10  | pad   |  |  |  |  |
| 86  | Paper white (for certificates)                                          | 2   | piece |  |  |  |  |
| 87  | Paper Clip Vinyl Coated, jumbo (50 mm)                                  | 40  | box   |  |  |  |  |
| 88  | Paper Clip Vinyl Coated, small (33 mm)                                  | 40  | box   |  |  |  |  |
| 89  | Paper Fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity  | 77  | box   |  |  |  |  |
| 90  | Paper, colored, legal, 250 sheets, 80gsm, assorted colors               | 9   | ream  |  |  |  |  |
| 91  | Paper, colored, long, 250 sheets, 80gsm, assorted colors                | 10  | ream  |  |  |  |  |
| 92  | Paper, colored, short, 250 sheets, 80gsm, assorted colors               | 1   | ream  |  |  |  |  |
| 93  | Paper, copier paper, subs.20, 70 gsm, A3 (297x420mm)                    | 35  | ream  |  |  |  |  |
| 94  | Paper, copier paper, subs.20, 70 gsm, A4 (8.27x11.69)                   | 359 | ream  |  |  |  |  |
| 95  | Paper, copier paper, subs.20, 70 gsm, LEGAL (8.5x13)                    | 259 | ream  |  |  |  |  |
| 96  | Paper, copier paper, subs.20, 70 gsm, LETTER (8.5x11)                   | 10  | ream  |  |  |  |  |
| 97  | Paper, Multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x11.69)     | 147 | ream  |  |  |  |  |
| 98  | Paper, Multi-purpose paper, subs. 24, 80 gsm, white Legal (8.5x13)      | 246 | ream  |  |  |  |  |
| 99  | Paper, Multi-purpose paper, subs. 24, 80 gsm, white Letter (8.5x11)     | 10  | ream  |  |  |  |  |
| 100 | Paper, Multi-purpose paper, subs. 24, 80 gsm, white A3 (11.75" x 16.5") | 3   | ream  |  |  |  |  |
| 101 | Paper, photo, A4 (220GSM) 20 sheets per pack GLOSSY                     | 30  | pack  |  |  |  |  |
| 102 | Paper, sticker, white, long, inkjet friendly, 10/sheets/pack, GLOSSY    | 10  | pack  |  |  |  |  |
| 103 | Paper, sticker, white, long, inkjet friendly, 10/sheets/pack, matte     | 20  | pack  |  |  |  |  |
| 104 | Paper, Vellum, 220 gsm, Long color: WHITE (for certificates)            | 30  | pack  |  |  |  |  |
| 105 | Pencil #1 (fine, exact point, soft, non-smudge eraser)                  | 20  | piece |  |  |  |  |
| 106 | Pencil #2 (fine, exact point, soft, non-smudge eraser)                  | 104 | piece |  |  |  |  |
| 107 | Puncher Heavy duty with gauge, 2 hole guide                             | 3   | piece |  |  |  |  |





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|------------------------|-----------------------------------------------------------------------------|----|--------|--|--|--|--|
| 108                    | Puncher with adjustable 3 hole punch, 7mm (9/32" holes), max cap. 30 sheets | 10 | piece  |  |  |  |  |
| 109                    | Push pins, 100 pcs, for Cork board/Pin board for Wall, assorted colors      | 10 | box    |  |  |  |  |
| 110                    | PVC Cover 200mic (plastic cover), A4                                        | 19 | ream   |  |  |  |  |
| 111                    | PVC Cover 200mic (plastic cover), long                                      | 20 | ream   |  |  |  |  |
| 112                    | Record Book 300 pages w/ printed "Official Record Book"                     | 16 | piece  |  |  |  |  |
| 113                    | Record Book, 200 pages w/ printed "Official Record Book"                    | 10 | piece  |  |  |  |  |
| 114                    | Record Book, 500 pages w/ printed "Official Record Book"                    | 6  | piece  |  |  |  |  |
| 115                    | Ring binder (3/4" x 44") Plastic, BLACK                                     | 5  | piece  |  |  |  |  |
| 116                    | Rubber Band, jumbo, all purpose, transparent, size 18                       | 10 | box    |  |  |  |  |
| 117                    | Scissors, symmetrical, 158mm min Over all length, for office use            | 18 | piece  |  |  |  |  |
| 118                    | Scissors, symmetrical, 215mm min Over all length, for office use            | 2  | piece  |  |  |  |  |
| 119                    | Sign pen, 0.5mm, blue                                                       | 24 | piece  |  |  |  |  |
| 120                    | Specialty Paper (10's) (Board), 220 gsm, A4, WHITE                          | 50 | piece  |  |  |  |  |
| 121                    | Specialty paper (10's) (board), 220gsm, Long (White)                        | 50 | piece  |  |  |  |  |
| 122                    | Specialty paper, (10's) 220 gsm, A4, white                                  | 20 | piece  |  |  |  |  |
| 123                    | Specialty paper, (10's) 220 gsm, LONG, white                                | 20 | piece  |  |  |  |  |
| 124                    | Stainless Steel Ruler                                                       | 5  | piece  |  |  |  |  |
| 125                    | Stamp Pad Ink, blue, 50ml w/ applicator                                     | 4  | bottle |  |  |  |  |
| 126                    | Stamp Pad Ink, violet, 50ml w/ applicator                                   | 3  | bottle |  |  |  |  |
| 127                    | Stamp Pad, clear stamp, felt, No. 2                                         | 9  | piece  |  |  |  |  |
| 128                    | Stamp Pad, clear stamp, felt, No. 3                                         | 5  | piece  |  |  |  |  |
| 129                    | Staple Remover, plier type, metal                                           | 10 | piece  |  |  |  |  |
| 130                    | Staple Wire, No. 35, standard 267/6, 5000s/box                              | 18 | piece  |  |  |  |  |
| 131                    | Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style          | 13 | piece  |  |  |  |  |
| 132                    | Sticky Notes, Morandi Colorful Boxed Index Tabs, waterproof, 100 sheets     | 19 | piece  |  |  |  |  |
| 133                    | Tacker Gun Staple wire (C Type, 8mm)                                        | 1  | box    |  |  |  |  |
| 134                    | Tape, double sided 1", 50mm                                                 | 20 | roll   |  |  |  |  |
| 135                    | Tape, double sided, 1" width, usable length 10m                             | 15 | roll   |  |  |  |  |
| 136                    | Tape, double sided, 19mm x 50m                                              | 15 | roll   |  |  |  |  |
| 137                    | Tape, masking 12mm (1") width, usable length of 50m                         | 6  | roll   |  |  |  |  |
| 138                    | Tape, masking, 12mm (1/2") width, usable length of                          | 15 | roll   |  |  |  |  |
| 139                    | Tape, masking, 24mm (1") width, usable length of 50m                        | 15 | roll   |  |  |  |  |
| 140                    | Tape, masking, 48mm (2") width, usable length of 50m                        | 23 | roll   |  |  |  |  |
| 141                    | Tape, packing 48mm (2") width, usable length of 50m                         | 15 | roll   |  |  |  |  |
| 142                    | Tape, packing, 24mm (1") width, usable length of 50m                        | 15 | roll   |  |  |  |  |
| 143                    | Tape, transparent 48mm (2") width, usable length of                         | 5  | roll   |  |  |  |  |
| 144                    | Tape, transparent, 24mm (1") width, usable length of                        | 20 | roll   |  |  |  |  |
| 145                    | Tape, transparent, 48mm (2") width, usable length of                        | 25 | roll   |  |  |  |  |
| 146                    | Tape, Duct                                                                  | 15 | roll   |  |  |  |  |
| 147                    | Thumbtacks                                                                  | 13 | box    |  |  |  |  |
| 148                    | USB flash drive 2GB                                                         | 5  | piece  |  |  |  |  |
| 149                    | Velum paper, A4                                                             | 2  | pack   |  |  |  |  |
| 150                    | Velum paper, long, "8.5 x 13"                                               | 2  | pack   |  |  |  |  |
| 151                    | White board (4 x 8 ft)                                                      | 1  | piece  |  |  |  |  |
| 152                    | Whiteboard with Aluminum Frame, 2' x 4'                                     | 4  | piece  |  |  |  |  |
| 153                    | Whiteboard with Aluminum Frame, 4' x 8'                                     | 1  | piece  |  |  |  |  |
| <b>TOTAL BID PRICE</b> |                                                                             |    |        |  |  |  |  |



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.