



## REQUEST FOR QUOTATION/BID FORM

Date: May 7, 2025  
PR No.: P2025-04-070  
Fund: 101  
End-User: Ms. Rosalie M. Ocillos

Project Name: **PROCUREMENT OF OFFICE SUPPLIES FOR ARES-CATSU**  
**PANGANIBAN CAMPUS**  
ABC: **One Hundred Eighty Nine Thousand Nine Hundred Ninety Three Pesos**  
**(Php189,993.00)**  
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 PO**

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:
  - 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 , 3hole, LD300, 3", long Blue	30	pc				
2	Arc File Folder , 3hole, LD300, 2", long Blue	30	pc				
3	ballpen, Ordinary, Black	100	pc				
4	ballpen, Ordinary, Black	100	pc				
5	Ballpen, sign pen, liquid/Gel Ink, 0.5 mm needle tip Refill, Blue	30	pc				
6	Ballpen, sign pen, liquid/Gel Ink, 0.5 mm needle tip with non-slip grip, Blue	30	pc				
7	Battery, dry cell, size AAA (2pcs/pack)	20	pc				
8	Battery, dry cell, size AA (2pcs/pack)	20	pc				
9	Binder Clip, backfold 1 1/4" (32mm)(12's/box)	10	box				
10	Binder Clip, backfold 2" (51mm)(12's/box)	10	box				
11	Binder Clip, backfold 3/4" (19mm) (12's/box)	10	box				
12	Binder Clip 3" round head	20	pc				
13	Calculator, 12 digits, 2 way-power	35	piece				
14	Cartolina, Assorted colors	30	piece				
15	Correction Tape 5mm x10m	30	pc				
16	Cutter Blade, (L500), 10pcs/pack	15	pack				
17	Cutter,plastic molded body, for office use	15	pc				
18	Data File box, legal (Sky Blue)	100	pc				
19	Folder, white, pre-punched, 14points, short	50	pc				
20	Folder, white, pre-punched, 14points, A4	50	pc				





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

21	Folder, white, pre-punched, 14points, Legal	100	pc				
22	Marking Pen, for whiteboard, broad tip, black	30	pc				
23	Marking Pen, for whiteboard, felt tip, black	30	pc				
24	Marking Pen, REFILL Ink for whiteboard, BLUE, 30ml	28	pc				
25	Paper, Multi-copy Paper, subs.24 80 gsm, white, A4 (8.27x11.69)	70	ream				
26	Paper, Multi-copy Paper, subs.24 80 gsm, white, Legal (8.5x13)	190	ream				
27	Paper, Multi-copy Paper, subs.24 80 gsm, white, Letter (8.5x11)	60	ream				
28	Paper, Photo, A4 Dual sided (220gsm) 20sheets/pack, matte	10	pack				
29	paper, Transcript, 8.5"x13", subs.24, 100 gsm (Hammermill)	500	pc				
30	Paper Tray, 3 layers steel	14	unit				
31	Pencil #1 (Fine, exact point, soft, non-smudge eraser	24	pc				
32	Record Book 500 pages w/ printed "Official Record Book"	40	pc				
33	Record Book 200 pages w/ printed "Official Record Book"	30	pc				
34	Staple Wire, No. 35 standard 26/6, 5000s/box	20	box				
35	Tape, double sided, 1"width, usable length 10m	15	roll				
36	Tape, masking, 24mm (1") width, usable length of 50m	15	roll				
37	Tape, transparent, 24mm (1") width, usable length of 50m	15	roll				
38	Thumbtacks	15	box				
				<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.