



REQUEST FOR QUOTATION/BID FORM

Date: April 22, 2025
PR No.: 2025-02-062, et.al.
Fund: 164
End-User: Various End-Users

Project Name: **PROCUREMENT OF OFFICE SUPPLIES FOR RESEARCH AND EXTENSION PROJECTS AND ACTIVITIES OF VARIOUS COLLEGES IN CATSU**

ABC: **Two Hundred Twenty Three Thousand Nine Hundred Twenty Four Pesos & 27/100 (P223,924.27)**

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 Purchase Order**

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 **APRIL 29, 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		
1	Arc file folder. 3 hole, LD300, 2", Long, Blue	5	pc				
2	Arc file folder. 3 hole, LD300, 3", Long, Blue	5	pc				
3	Arc file folder. 3 hole, LD300, 2", Long, Red	4	pc				
4	Ballpen, black or blue	60	box				
5	Ballpen, Ballpoint, oil gel, Ordinary, Black	200	pc				
6	Ballpen, Ballpoint, oil gel, Ordinary, Blue	525	pc				
7	Ballpen, roller ballpen, ultra fine, 0.4mm, Blue	176	pc				
8	Ballpen, roller ballpen, ultra fine, 0.4mm, Red	24	pc				
9	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle tip with non-slip grip, Blue	43	pc				
10	Binder Clip, backfold 1 1/4" (25mm) (12's/bx)	3	pc				
11	Binder Clip, backfold 1" (25mm) (12's/bx)	9	pc				
12	Calculator, scientific	1	pc				
13	Cartolina assorted colors	100	pc				
14	Cartolina (blue, pink, yellow & green), 6 sheets per color	48	pc				
15	CD-RW, with case	1	pc				
16	Certificate holder (A4, Black)	26	pc				
17	Certificate holder (A4, Blue)	106	pc				
18	Certificate holder (A4, wood frame)	5	pc				
19	Chalk, dustless, non-toxic, assorted color	4	pc				
20	Chinese brush, 6pcs/set	3	pc				



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CATANDUANES STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
Virac, Catanduanes

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				Unit Price	Total Price		
21	Clear Book, File Organizer Folder, Long (100 slots)	9	pc				
22	Corretion Tape	74	pc				
23	Crayon, 8pcs/box	10	pc				
24	Cutter blade, heavy duty cutter, (1:500), 10pcs/pack	1	pc				
25	Cutter, heavy duty, plastic molded body, for office use	2	pc				
26	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	1	pc				
27	Data file box, legal, BLUE	10	pc				
28	Dating & Stamping machine, heavy duty, self-inking stamp, four band date & 12-years band, singe color	2	pc				
29	Envelope, Brown, 150 gsm, Long	13	pc				
30	Envelope, Brown, 200 lbs, A4	146	pc				
31	Envelope, Brown, 200 lbs, Legal	116	pc				
32	Envelope, EXPANDING, with garter, Legal, Blue	179	pc				
33	Envelope, EXPANDING, with garter, Legal, Green	40	pc				
34	Envelope, EXPANDING, with garter, Legal, Kraft	97	pc				
35	Envelope, EXPANDING, with garter, Legal, Red	40	pc				
36	Envelope, plastic, colored transparent short, Fits B4 size paper, Color Green	60	pc				
37	Folder, expandable, pressboard, Legal, BLUE	3	pc				
38	Folder, expandable, pressboard, Legal, GREEN	3	pc				
39	Folder, expandable, pressboard, Legal, RED	3	pc				
40	Folder, white, pre-punched, 14 points, A4	188	pc				
41	Folder, white, pre-punched, 14 points, Legal	202	pc				
42	Glue, All purpose in jar with applicator, 200gsm	12	pc				
43	Glue, Multi-purpose 130g	10	pc				
44	Glue, all-purpose, 240ml bottle, non-toxic	2	pc				
45	Highlighter, neon green, yellow, blue, pink, orange	10	pc				
46	Highlighter, neon Green	5	pc				
47	Highlighter, neon Orange	2	pc				
48	Highlighter, neon Pink	1	pc				
49	Highlighter, neon Yellow	1	pc				
50	ID Card holder with lace, plastic horizontal	60	pc				
51	Manila Paper	35	pc				
52	Marking Pen, refill ink for whiteboard, Blue, 30ml	3	pc				
53	Marking Pen, for whiteboard, felt tip, Black	80	pc				
54	Marking Pen, for whiteboard, felt tip, Blue	41	pc				
55	Marking Pen, for whiteboard, felt tip, Red	30	pc				
56	Marking Pen, water resistant, permanent marker, Black, board	75	pc				
57	Marking Pen, water resistant, permanent marker, Blue	11	pc				
58	Notebook, Steno notebook, 60 leaves	60	pc				
59	Paper Clip Vinyl Coated Jumbo (50mm)	13	box				
60	Paper Clip Vinyl Coated small (33mm)	14	box				
61	Paper, Colored, LEGAL, assorted colors, 250 sheets, 80gsm	7	box				
62	Paper, Colored, SHORT, assorted colors, 250 sheets, 80gsm	7	box				



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Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
63	Paper Cutter, Heavy Duty, for long size bond paper	1	box				
64	Paper fastener, plastic, colored, 70mm (2-3/4")	6	box				
65	Paper Parchment, Legal (8.5" x 13")	1	pc				
66	Paper puncher, 2 holes, heavy duty	5	pc				
67	Paper puncher with adjustable 3 hole punch, 7mm (9/32" holes), max cap. 30 sheets	1	pc				
68	Paper, Multi-Copy paper, subs. 24, 80gsm, white A4 (8.27 x 11.69)	102	ream				
69	Paper, Multi-Copy paper, subs. 24, 80gsm, white Legal (8.5 x 13)	66	ream				
70	Paper, Multi-purpose paper, subs. 24, 80gsm, white A4 (8.5 x 11.69)	56	ream				
71	Paper, Multi-purpose paper, subs. 24, 80gsm, white Legal (8.5 x 13)	32	ream				
72	Paper, Multi-purpose paper, subs. 24, 80gsm, white Letter (8.5 x 11)	20	ream				
73	Paper, copier paper, subs. 20, 70gsm, white A4 (8.27 x 11.69)	17	ream				
74	Paper, copier paper, subs. 20, 70gsm, white Legal (8.5 x 13)	20	ream				
75	Paper, copier paper, subs. 20, 70gsm, white Letter (8.5 x 11)	10	ream				
76	Paper, photo, A4 (220 GSM) 20 sheets /pack, glossy	14	pack				
77	Paper, photo, A4 Dual Sided (220 GSM) 20 sheets /pack, glossy	10	pack				
78	Pencil #1 (fine, exact point, soft, non-smudge eraser)	90	box				
79	Pencil #2 (fine, exact point, soft, non-smudge eraser)	96	box				
80	Pencil Sharpener, HD, single cutterhead, one hole guide	2	pc				
81	PVC Cover 200mic (plastic cover), A4	1	pc				
82	Record Book 300 pages with printed "official record book"	8	pc				
83	Record Book 500 pages with printed "official record book"	6	pc				
84	Ring Binder, 1 1/2" x 44" Plastic, Blue	10	pc				
85	Ring Binder, 1" x 44" Plastic, Blue	10	pc				
86	Ring Binder, 1/2" x 44" Plastic, Blue	10	pc				
87	Ring Binder, 3/4" x 44" Plastic, Blue	10	pc				
88	Ruler plastic 12"	11	pc				
89	Scissors, symmetrical, 158mm min. overall length	3	pc				
90	Scissors, symmetrical, 215mm min. overall length, for office use	7	pc				
91	Specialty paper (10s), 220 gsm, A4, Cream	30	pc				
92	Specialty paper (10s), 220 gsm, Legal, Cream	30	pc				
93	Specialty paper (10s) (board), 220 gsm, Long, Cream	30	pc				
94	Specialty paper (10s) (board), 220 gsm, Short, Cream	30	pc				
95	Specialty paper, for Certificates, 10 pcs./pack, 200gsm, color pale cream, A4	10	pc				
96	Stamp pad Ink, Blue, 50ml with applicator	2	pc				
97	Staple Remover, plier type, metal	5	pc				
98	Stapler Wire, No.35, standard 267/6, 50000s/box	10	pc				
99	Stapler, max HD-50	2	pc				



Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
100	Stapler, office use, loads 100pcs no. 35 staples, ergonomic style	2	pc				
101	Sticky Notes, Morandi Color Boxed Index Tabs, waterproof, 100 sheets	4	pc				
102	Stock card, Long Vellum, 180 gsm	6	pc				
103	Tape, Double-sided, 1" width, usable length 10m	10	pc				
104	Tape, Double-sided, 1", 50m	10	pc				
105	Tape, duct, 24mm (1") width	4	pc				
106	Tape, masking, 24mm (1") width, usable length of 50m	5	pc				
107	Tape, masking, 48mm (2") width, usable length of 50m	13	pc				
108	Tape, transparent, 24mm (1") width, usable length of 50m	2	pc				
109	Tape, transparent, 48mm (2") width, usable length of 50m	9	pc				
110	Vellum Paper (220 gsm, A4, white 10pcs/pack)	5	pc				
111	Vellum Paper (220 gsm, LEGAL, white 10pcs/pack)	2	pc				
112	Vinyl Inkjet Sticker, water-proof, A4, glossy, 20 sheets	3	pc				
113	Writing board with clip, Long, Green or Blue	4	pc				
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.