



REQUEST FOR QUOTATION/BID FORM

Date: April 22, 2025
PR No.: 2025-02-051, et.al.
Fund: 164
End-User: Various End-Users

Project Name: **PROCUREMENT OF OFFICE SUPPLIES FOR VARIOUS OFFICES IN CATSU**
ABC: **Two Hundred Four Thousand Six Hundred Thirty Pesos & 20/100 (P204,630.20)**
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:
 - 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	Ballpen 0.7 smooth ink (Black)	36	pc				
2	Ballpen 0.7 smooth ink (Blue)	36	pc				
3	Ballpen 0.7 smooth ink (Red)	36	pc				
4	Ballpen, Ballpoint, oil gel, Ordinary, Black	5	pc				
5	Ballpen, Ballpoint, oil gel, Ordinary, Blue	5	pc				
6	Ballpen, roller ballpen, ultra fine, 0.4mm, Blue	13	pc				
7	Ballpen, sign pen, liquid/Gel Ink, 0.5mm needle	23	pc				
8	Battery, dry cell, size AA (2 pcs/pack)	3	pc				
9	Battery, dry cell, size AAA (2 pcs/pack)	3	pc				
10	C4 pen, Black	24	pc				
11	Certificate holder (A4, wood frame)	20	pc				
12	Certificate holder (A4, Blue)	96	pc				
13	Cork board bulletin with aluminum frame, 2' x 1.5' ft	5	pc				
14	Cork board bulletin with aluminum frame, 3'x4' with hook	2	pc				
15	Cork board bulletin with aluminum frame, 3'x5' (36x60 in)	1	pc				
16	Cork Sheet Roll 2 x 8ft, 2mm thick	5	pc				
17	Corretion Tape	6	pc				
18	Double sided tape	5	pc				
19	Envelope, Brown, 150 gsm, Long	30	pc				
20	Envelope, Brown, 200 lbs, A4	20	pc				



Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
21	Envelope, Brown, 200 lbs, Legal	30	pc				
22	Envelope, EXPANDING, with garter, Legal, Blue	29	pc				
23	Envelope, EXPANDING, with garter, Legal, Kraft	30	pc				
24	Folder, Expandable, Long- Green	50	pc				
25	Folder, expandable, pressboard, Legal, BLUE	25	pc				
26	Folder, Long, white, pre-punched, 14 points, Merit	100	pc				
27	Folder, white, pre-punched, 14 points, A4	40	pc				
28	Folder, white, pre-punched, 14 points, Legal	241	pc				
29	Glue, Multi-purpose 130g	5	pc				
30	Highlighter pen, yellow	6	pc				
31	Highlighter, neon colors	2	pc				
32	Interactive Projector Board - Magnetic, Low Gloss White Surface; Wall type 4x8Ft	3	pc				
33	Paper puncher, 2 holes, heavy duty	1	pc				
34	Paper, Multi-Copy paper, subs. 24, 80gsm, white A4 (8.27 x 11.69)	20	ream				
35	Paper, Multi-Copy paper, subs. 24, 80gsm, white Legal (8.5 x 13)	20	ream				
36	Paper, Multi-purpose paper, subs. 24, 80gsm, white A4 (8.5 x 11.69)	70	ream				
37	Paper, Multi-purpose paper, subs. 24, 80gsm, white Legal (8.5 x 13)	58	ream				
38	Paper, copier paper, subs. 20, 70gsm, white A4 (8.27 x 11.69)	20	ream				
39	Paper, copier paper, subs. 20, 70gsm, white Legal (8.5 x 13)	10	ream				
40	Paper, photo, A4 (220 GSM) 20 sheets /pack, glossy	5	pack				
41	Paper, photo, A4 Dual Sided (220 GSM) 20 sheets /pack, glossy	5	pack				
42	Pencil #2 (fine, exact point, soft, non-smudge eraser)	15	box				
43	Philippine Flag, 4ft x 8 ft size, cotton	8	pc				
44	PVC Cover 200mic (plastic cover), A4	2	pc				
45	Ring Binder, 1 1/2" x 44"	10	pc				
46	Ring Binder, 1" x 44"	10	pc				
47	Ring Binder, 2" x 44"	10	pc				
48	Ring Binder, 3/4" x 44"	10	pc				
49	Ring Binder, 1/2" x 44" Plastic, Black	20	pc				
50	Ring Binder, 3/4" x 44" Plastic, Blue	20	pc				
51	Rubber Bands - Size: Stationery No. 18	3	pc				
52	Scissors, symmetrical, 158mm min. overall length	5	pc				
53	Specialty paper (10s) (board), 220 gsm, Long, Cream	10	pc				
54	Specialty paper (10s) (board), 220 gsm, Short, Cream	4	pc				
55	Stapler, max HD-50	5	pc				
56	Sticky note pad 4x4	2	pc				
57	Tape Dispenser, 1"	1	pc				
58	Tape Dispenser, 3"	1	pc				
59	Tape, masking, 24mm (1") width, usable length of 50m	2	pc				
60	Tape, transparent, 24mm (1") width, usable length of 50m	2	pc				
61	Transparent color, Envelope Folder Clear Snap Button, A4	20	pc				
62	Transparent color, Envelope Folder Clear Snap Button, Legal	20	pc				



Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
63	Vellum Paper (220 gsm, A4, white 10pcs/pack)	90	pc				
64	Vellum Paper (220 gsm, LEGAL, white 10pcs/pack)	20	pc				
65	White pad	10	pc				
66	Whiteboard with Aluminum Frame, 4' x 8'	12	pc				
67	Yellow pad paper, hard copy	10	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.