



REQUEST FOR QUOTATION/BID FORM

Date: May 07, 2025
PR No.: 2025-04-693, et..al.
Fund: 164
End-User: Various

Project Name: **PROCUREMENT OF OFFICE AND ICT SUPPLIES FOR VARIOUS OFFICES**
ABC: Two Hundred Seventy Seven Thousand One Hundred Fifty Pesos and
Sixty cents (Php 277, 150.60)
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 13, 2025** sealed in an envelope.


GEMMA G. ACEDO
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		
A.	Office Supplies						
1	Arc file folder, 3 hole, LD300, 3", LONG, Blue	50	piece				
2	Ballpen, ordinary, BLACK	30	piece				
3	Ballpen, ordinary, BLUE	355	piece				
4	Ballpen, roller ballpen, ultra fine, 04, BLUE	20	piece				
5	Ballpen, sign pen, BLACK	30	piece				
6	Ballpen, Sign Pen, BLUE	120	piece				
7	Ballpen, Sign Pen, Refill, BLUE	20	piece				
8	Battery, dry cell, size AA (2 pcs/pack)	13	pack				
9	Battery, dry cell, size AAA (2 pcs/pack)	3	pack				
10	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	15	box				
11	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	15	box				
12	Binder Clip, backfold 1" (25mm) (12's/bx)	15	box				
13	Binder Clip, backfold 2" (51mm) (12's/bx)	15	box				
14	Binder Clip, backfold 3/4" (19mm) (12's/bx)	15	box				
15	Brown Envelope, Long	95	piece				
16	Calculator, 12 digits, 2 way-power	1	piece				
17	Certificate holder, A4, BLUE	20	piece				
18	Certificate holder, A4, wood frame	10	piece				
19	Certificate holder, LEGAL, BLUE	10	piece				
20	Certificate holder, Legal, RED	10	piece				
21	Certificate holder, LEGAL, wood frame	10	piece				



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

22	Cork Pin/Push pin 100s	3	piece				
23	Correction tape, 55mm x10m	35	piece				
24	Cutter Heavy Duty, Plastic molded body, for office use	2	piece				
25	Data file box, Legal, BLUE	50	piece				
26	Data file box, Legal, indicate color	20	piece				
27	Envelope, Brown, 200lbs, A4	50	piece				
28	Envelope, EXPANDING, with garter, LEGAL, BLUE	50	piece				
29	Envelope, EXPANDING, with garter, LEGAL, Kraft	50	piece				
30	Envelope, EXPANDING, with garter, Legal, Light Blue	10	piece				
31	Envelope, EXPANDING, with garter, Legal, Yellow	10	piece				
32	Envelope, White, Long, (105mm x 241mm)	50	piece				
33	Eraser, blackboard/whiteboard	10	piece				
34	Eraser, for pencil/draft writing, plastic/rubber, Rectangular	10	piece				
35	Folder, Expandable, pressboard, Legal, BLUE	40	piece				
36	Folder, White, pre-punched, 14 points, A4	35	piece				
37	Folder, White, pre-punched, 14 points, LEGAL	65	piece				
38	Frixion erasable rollerball pens, 0.4mm, BLACK	10	piece				
39	Frixion erasable rollerball pens, 0.4mm, BLUE	15	piece				
40	Glue Gun, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big	1	piece				
41	Glue Stick, Big	20	piece				
42	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	15	piece				
43	Highlighter, GREEN	10	piece				
44	Highlighter, Neon Green	5	piece				
45	Highlighter, Neon Orange	5	piece				
46	Highlighter, Neon Pink	5	piece				
47	Highlighter, Neon Yellow	5	piece				
48	Index tab, self-adhesive, 3 colors/set	15	box				
49	Marking Pen, water resistant, permanent marker, BLACK, Board	10	piece				
50	Marking Pen, water resistant, permanent marker, BLACK, Fine	10	piece				
51	Marking Pen. For Whiteboard, felt tip, BLACK	10	piece				
52	Note pad, stick on, 3x2 (Pink)	40	pad				
53	Note pad, stick on, 3x2, YELLOW	5	pad				
54	Note pad, stick on, 3x3 (Blue)	20	pad				
55	Note pad, stick on, 3x3, PINK	5	pad				
56	Note pad, stick on, 3x4 (Yellow)	20	pad				
57	Note pad, stick on, 3x4, ORANGE	5	pad				
58	Paper Clip Vinyl Coated, Jumbo (50 mm)	20	box				
59	Paper Clip Vinyl Coated, Small (33 mm)	20	box				
60	Paper fastener, plastic, colored, 70mm (2 3/4") centers, 50mm capacity	10	box				
61	Paper, Colored, Legal, assorted colors, 250 sheets, 80gsm	10	ream				



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

62	Paper, Colored, LONG, assorted colors, 250 sheets, 80gsm	5	ream				
63	Paper, Copier Paper, subs.20, 70gsm, A4 (8.27x11.69)	27	ream				
64	Paper, Copier Paper, subs.20, 70gsm, LEGAL (8.5x13)	27	ream				
65	Paper, Multi-copy Paper, subs. 24, 70gsm, White LEGAL (8.5 x 13)	221	ream				
66	Paper, Multi-copy Paper, subs. 24, 80gsm, White A4 (8.27 x 11.69)	222	ream				
67	Paper, photo, A4 (220 gsm) 20 sheets/pack, Glossy	10	pack				
68	Paper, photo, A4, Dual sided (220 gsm) 20 sheets/pack, Glossy	20	pack				
69	Paper, Sticker, White, A4, inkjet-friendly, 10 sheets/pack, GLOSSY	20	pack				
70	Paper, Sticker, White, LONG, inkjet-friendly, 10 sheets/pack, GLOSSY	20	pack				
71	Paper, Sticker, White, LONG, inkjet-friendly, 10 sheets/pack, MATTE	10	pack				
72	Paper, Vellum, 220gsm, LONG, White (for Certificates)	10	pack				
73	Pencil #1 (fine, exact point, soft, non-smudge eraser)	10	piece				
74	Pencil #2 (fine, exact point, soft, non-smudge eraser)	50	piece				
75	Photopaper, A4, Glossy	30	set				
76	Puncher heavy Duty with gauge, 2 hole guide	3	piece				
77	Record Book 200 pages w/ printed "Official Record Book"	5	piece				
78	Record Book 300 pages w/ printed "Official Record Book"	5	piece				
79	Record Book 500 pages w/ printed "Official Record Book"	5	piece				
80	Ring Binder (1 1/2" x 44") Plastic, BLACK	30	piece				
81	Ring Binder (1" x 44") Plastic, BLACK	30	piece				
82	Ring Binder (1/2" x 44") Plastic, BLACK	30	piece				
83	Ring Binder (3/4" x 44") Plastic, BLACK	30	piece				
84	Ruler Plastic 12"	5	piece				
85	Ruler Plastic 18"	2	piece				
86	Scissors, symmetrical, 158mm min. Overall length, for office use	10	piece				
87	Sign Pen, 0.5mm Gel, BLACK	5	piece				
88	Sign Pen, 0.5mm Gel, BLUE	5	piece				
89	Sign Pen, 0.5mm Gel, RED	5	piece				
90	Specialty Paper (10's) (Board), 220gsm, A4, White	7	pack				
91	Specialty Paper (10's) (Board), 220gsm, LONG, White	6	pack				
92	Specialty Paper (10's) (Board), 220gsm, Short, White	6	pack				
93	Specialty Paper (10's), 220gsm, A4, White	10	pack				
94	Specialty Paper (10's), 220gsm, LONG, White	10	pack				
95	Staple Wire, No.35, standard 267/6, 5000s/box	20	piece				
96	Stapler Remover, plier type, metal	10	piece				
97	Stapler, office use, loads 100pcs no.35 staples, ergonomic style	10	piece				
98	Sticky Notes, Morandi Colorful Boxed Index Tabs, waterproof, 100 sheets	5	box				
99	Tape, masking, 24mm (1") width, usable length of 50m	20	piece				



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

100	Tape, masking, 48mm (2") width, usable length of 50m	10	piece				
101	Tape, transparent, 24mm (1") width, usable length of 50m	10	piece				
102	Tape, transparent, 48mm (2") width, usable length of 50m	10	piece				
103	Whiteboard with Aluminum Frame, Magnetic & Stainproof, Size 48" x 36"	2	piece				
B. ICT Supplies							
1	EPSON L3110 refill ink 003 black, 65ml	5	bottle				
2	EPSON L3110 refill ink 003 cyan, 65ml	3	bottle				
3	EPSON L3110 refill ink 003 magenta, 65ml	3	bottle				
4	EPSON L3110 refill ink 003 yellow, 65ml	3	bottle				
5	EPSON L5190 refill ink, black, 65ml	28	bottle				
6	EPSON L5190 refill ink, cyan, 65ml	15	bottle				
7	EPSON L5190 refill ink, magenta, 65ml	15	bottle				
8	EPSON L5190 refill ink, yellow, 65ml	15	bottle				
9	EPSON refill ink Black 003, 65ml	10	bottle				
10	EPSON refill ink Cyan 003, 65ml	5	bottle				
11	EPSON refill ink Magenta 003, 65ml	5	bottle				
12	EPSON refill ink Yellow 003, 65ml	5	bottle				
13	Mouse, wireless	1	piece				
14	Nylon Cable Tie, 8", Black	20	piece				
15	Presentation Clicker, Laser point	1	piece				
16	UPS, 650VA, 230v, with AVR universal socket	1	unit				
17	USB Flash drive 64GB	2	piece				
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.