



REQUEST FOR QUOTATION

Date: February 26, 2026

PR No. 2026-02-138, et.al.

Company/Business Name: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The **Catanduanes State University**, through the Bids and Awards Committee (BAC), intends to procure **Office Supplies** with an Approved Budget for the Contract (ABC) of **Six Hundred Forty-Five Thousand Two Hundred Seventy Two Pesos & 50/100 (PhP645,272.50)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative on or before **March 4, 2026, 1:00 PM** at the Office of the Procurement Unit, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes. Quotations may also be submitted through the email address indicated below.

Interested supplier/service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Valid Mayor's/Business Permit**
- b. **Valid and updated Certificate of PhilGEPS Registration (for Platinum Membership) or**
- c. **Screenshot of PhilGEPS Registration account, page or dashboard (for Red Membership)**

The supplier/service provider with the Single/Lowest Calculated and Responsive Quotation shall submit its **Notarized Omnibus Sworn Statement (for ABC's above PhP50,000.00)** and **Latest Income/Business Tax Returns (for ABC's above PhP500,000.00)** within a non-extendible period of five (5) calendar days from receipt of the Notice of Award.

The Head of the Procuring Entity (HOPE) of the CatSU reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at 0997-924-9902 / 0949-136-9639 or send email to catsubacsec@gmail.com.

By the Authority of the Bids and Awards Committee (BAC):


ARTHUR I. TABIRARA, Ph.D.
Chairperson, BAC

for



PR No. 2026-02-138, et.al.
 Fund: 101
 End-User: Various End-users

Date: _____

The Bids and Awards Committee
 Catanduanes State University
 Virac, Catanduanes

Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item No.	UOM	Description/ Technical Specifications	QTY	Statement of Compliance	Offered Brand/Model	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
		Procurement of Office Supplies for Various CatSU Offices and Colleges					
1	unit	3-way rotary paper cutter, A4/A3, heavy duty for office use	1				
2	piece	A4 L Type Acrylic Display Stand Business Flyer Stand Brochure Holder	10				
3	piece	Arc file folder, 2 hole, LD300, 3" Long, Green	12				
4	piece	Arc file folder, 2 ring, LD300, 2", A4, LONG, Blue	55				
5	piece	Arc file folder, 3 hole, LD300, 2", long, RED	15				
6	piece	Arc File folder, 3 hole, LD300, 3", long, BLUE	120				
7	piece	Ballpen, ballpoint, oil gel, ordinary, BLACK	91				
8	piece	Ballpen, ballpoint, oil gel, ordinary, BLUE	275				
9	piece	Ballpen, ordinary, BLUE	70				
10	piece	Ballpen, roller ballpen, ultra fine, 0.4, BLACK	12				
11	piece	Ballpen, roller ballpen, ultra fine, 0.4, BLUE	90				
12	piece	Ballpen, sign pen, blue	371				
13	piece	Ballpen, sign pen, Refill, Blue	40				
14	piece	Battery, Alkaline, AA, dry cell, 4 pcs/pack	32				
15	piece	Battery, Alkaline, AAA, dry cell, 4 pcs/pack	30				
16	pack	Battery, dry cell, size AA (2pcs/pack)	5				
17	pack	Battery, dry cell, size AAA (2pcs/pack)	15				
18	box	Binder Clip, backfold 1 1/4" (32mm) wide (12's/bx)	25				
19	box	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	25				



20	box	Binder Clip, backfold 1" (25mm) (12's/bx)	27				
21	box	Binder Clip, backfold 2" (51mm) (12's/bx)	25				
22	box	Binder Clip, backfold 3/4" (19mm) wide (12's/bx)	13				
23	piece	Calculator, 12 digits, 2 way-power	1				
24	piece	Cartolina yellow, light orange	10				
25	piece	Certificate holder, A4, Wood Frame	50				
26	piece	Certificate holder, LEGAL, BLACK	25				
27	piece	Certificate holder, LEGAL, BLUE	20				
28	piece	Certificate holder, LONG, Wood Frame	50				
29	piece	Certificate holder, short, blue	50				
30	piece	Certificate holder, A4, blue	45				
31	piece	Clear Book, LEGAL	3				
32	piece	Cork Board, 900mm x 600mm	1				
33	box	Cork Pin/Push pin 100s	8				
34	piece	Corkboard bulletin board 2 x 3 ft (60x90cm) aluminum frame	1				
35	piece	Correction Tape 5mm x 10m	270				
36	piece	Cutter, Heavy Duty, Plastic molded body, for office use	9				
37	piece	Cutter, paper cutter/trimmer 10cm x 29cm, heavy duty, for office use	4				
38	piece	Data file box - size: legal, color: blue	107				
39	piece	Date Stamp, 5mm, 12 years (2022-2033)	3				
40	piece	Envelope, brown, 200 lbs, A4	162				
41	piece	Envelope, brown, 200 lbs, legal	210				
42	piece	Envelope, EXPANDING, with garter, legal, BLUE	10				
43	piece	Envelope, EXPANDING, with garter, legal, GREEN	10				
44	piece	Envelope, EXPANDING, with garter, legal, YELLOW	30				
45	piece	Eraseble rollerball pen, 0.4mm (black)	5				
46	piece	Eraseble rollerball pen, 0.4mm (blue)	10				
47	piece	Eraser, blackboard/whiteboard	143				
48	piece	Eraser, for pencil/draft writing, plastic/rubber, Rectangular	163				
49	piece	Expanding Envelope, long with garter	80				
50	piece	Expanding Plastic Envelope long, GREEN	2				



51	piece	Folder, expandable, pressboard, legal, Light Blue	20				
52	piece	Folder, expandable, pressboard, legal, WHITE	50				
53	piece	Folder, white, pre-punched, 14 points, A4	78				
54	piece	Folder, white, pre-punched, 14 points, legal	228				
55	piece	Frixion Ball Erasable Gel Pen 0.7mm, Blue	12				
56	piece	Glue Gun, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big	2				
57	piece	Glue Stick, big	103				
58	piece	Glue Stick, small	70				
59	piece	Glue, multi purpose, non toxic, fast dry, for non porous materials, 130g	31				
60	piece	Glue, multi purpose, non toxic, fast dry, for non porous materials, 40 ml	71				
61	piece	Highlighter neon Green	90				
62	pack	Index Tab, self-adhesive, 3 set, Assorted	40				
63	piece	Marking Pen for whiteboard, broad tip, color BLACK	30				
64	piece	Marking Pen for whiteboard, felt tip, color BLUE	20				
65	piece	Marking PEN REFILL INK for permanent marker, BLACK, 30ml	35				
66	piece	Marking PEN REFILL INK for whiteboard, BLACK, 30ml	26				
67	piece	Marking PEN REFILL INK for whiteboard, BLUE, 30ml	5				
68	piece	Marking pen, for whiteboard, felt tip, BLACK	210				
69	piece	Marking pen, for whiteboard, felt tip, BLUE	130				
70	piece	Marking pen, water resistant, permanent marker, Broad, Black	12				
71	piece	Marking pen, water resistant, permanent marker, Fine, Black	12				
72	pad	Note pad, stick on 3x2, assorted colors	30				
73	pad	Note pad, stick on 3x2, yellow	10				
74	pad	Note pad, stick on 3x3, assorted colors	25				
75	pad	Note pad, stick on 3x3, pink	10				
76	pad	Note pad, stick on 3x4, assorted colors	25				
77	pad	Note pad, stick on 3x4, orange	10				
78	pad	Note pad, stick on 3x5, green	10				



79	pad	Note pad, stick on 4x4, assorted colors	25				
80	pad	Note pad, stick on 4x4, blue	11				
81	box	Paper Clip Vinyl Coated, jumbo (50 mm)	10				
82	box	Paper Clip Vinyl Coated, small (33 mm)	10				
83	piece	Paper cutter, heavy duty, for long size bond paper	1				
84	box	Paper Fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	15				
85	ream	Paper, Colored, LEGAL, Assorted Colors, 250 sheets, 80 gsm	8				
86	ream	Paper, Colored, Short, Assorted Colors, 250 sheets, 80 gsm	10				
87	ream	Paper, copier paper, subs.20, 70 gsm, A3 (297mm x 420mm)	5				
88	ream	Paper, copier paper, subs.20, 70 gsm, A4 (8.27x11.69)	175				
89	ream	Paper, copier paper, subs.20, 70 gsm, LEGAL (8.5x13)	255				
90	ream	Paper, multi copy paper, subs. 24, 80 gsm, white, A4 (8.27 X 11.69)	152				
91	ream	Paper, multi copy paper, subs. 24, 80 gsm, white, LEGAL (8.5 X 13)	162				
92	pack	Paper, photo, A4 (220GSM) 20 sheets/pack, glossy	48				
93	pack	Paper, photo, A4 (220 GSM), 20 sheets/pack glossy	15				
94	pack	Paper, sticker, white, long, inkjet friendly, 10/sheets/pack, GLOSSY	4				
95	pack	Paper, sticker, white, long, inkjet friendly, 10/sheets/pack, MATTE	63				
96	pack	Paper, Vellum 200 gsm A4 WHITE, matte (for certificates)	70				
97	pack	Paper, Vellum 200 gsm LONG WHITE (for certificates)	42				
98	piece	Pencil #1 (fine, exact point, soft, non-smudge eraser)	150				
99	piece	Pencil #2 (fine, exact point, soft, non-smudge eraser)	232				
100	piece	Pencil Sharpener, HD, single cutterhead, one hole guide	5				
101	piece	Philippine Flag, 4ft x 8 ft size, cotton	2				
102	roll	Plastic Cover Roll Gauge 2.6 48"x50m/roll	1				
103	piece	Plastic Envelope Ordinary/Gauge 4/Long	25				



104	piece	Plastic Envelope Ordinary/Gauge 4/Short	25				
105	piece	Plastic Envelope with Handle LEGAL	2				
106	piece	Puncher with adjustable 3 hole punch, 7 mm (9/32 holes), max cap. 30 sheets	9				
107	box	Push pins, 100 pcs, for Cork board/Pin board for wall, assorted	6				
108	box	PVC Cover 200mic (plastic cover), A4	5				
109	box	PVC Cover 200mic (plastic cover), long	5				
110	set	Rechargeable size AA batteries (4 pc, 200mAh) with charger	2				
111	piece	Record Book 300 pages w/ printed "Official Record Book"	16				
112	piece	Record Book, 500 pages w/ printed "Official Record Book"	46				
113	piece	Ring Binder (1 1/2" x 44") Plastic, BLACK	20				
114	piece	Ring Binder (1" x 44") Plastic, BLACK	20				
115	piece	Ring Binder (1/2" x 44") Plastic, BLACK	20				
116	piece	Ring Binder (3/4" x 44") Plastic, BLACK	20				
117	piece	Scissors, symmetrical, 158mm min Over all length, for office use	8				
118	piece	Scissors, symmetrical, 215mm min Over all length, for office use	14				
119	piece	Self-inking receiving stamp, customizable text, durable plastic body, with date and signature line	10				
120	piece	Sign Pen, Extra Fine Tip, Blue	44				
121	pack	Specialty Paper (10's) (board) 220 gsm LONG, WHITE	20				
122	pack	Specialty Paper (10's) (Board), 220 gsm, A4 WHITE	10				
123	pack	Specialty Paper (10's) 220 gsm LONG, CREAM	10				
124	pack	Specialty Paper (10's), 220 gsm, A4 CREAM	10				
125	pack	Specialty Paper (10's), 220 gsm, A4 WHITE	20				
126	pack	Specialty Paper (10's), 220 gsm, SHORT, white	15				
127	pack	Specialty Paper (10's)220 gsm LONG, WHITE	10				
128	bottle	Stamp Pad Ink, blue, 50ml w/ applicator	12				



129	piece	Stamp Pad, clear stamp, felt, No. 2	10				
130	piece	Stamp Pad, clear stamp, felt, No. 3	5				
131	piece	Staple Remover, plier type, metal	1				
132	piece	Staple Wire, No. 35, standard 267/6, 5000s/box	115				
133	piece	Stapler with remover (loads no. 35 staples), ergonomic style	2				
134	piece	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	4				
135	piece	Steno Notebook, 60 leaves	3				
136	box	Sticky index tab flags, transparent, fluorescent	2				
137	pack	Sticky Notes, 0.6 x 2 Inches, Small Size	15				
138	box	Sticky Notes, Morandi Colorful Boxed Index Tabs, waterproof, 100 sheets	20				
139	piece	Tape Dispenser, 1"	4				
140	piece	Tape Dispenser, 3"	6				
141	roll	Tape, double sided 1", 50mm	24				
142	roll	Tape, double sided, 1" width, usable length 10m	16				
143	roll	Tape, masking, 12mm (1") width, usable length of 50m	2				
144	roll	Tape, masking, 12mm (1/2") width, usable length of 50m	14				
145	roll	Tape, masking, 24mm (1/2") width, usable length of 50m	1				
146	roll	Tape, masking, 48mm (1/2") width, usable length of 50m	4				
147	roll	Tape, masking, 24mm (1") width, usable length of 50m	25				
148	roll	Tape, masking, 48mm (2") width, usable length of 50m	25				
149	roll	Tape, packing, 48mm (2") width, usable length of 50m	2				
150	roll	Tape, transparent, 24mm (1") width, usable length of 50m	37				
151	roll	Tape, transparent, 48mm (2") width, usable length of 50m	39				
152	piece	Whiteboard with Aluminum Frame, 4 x 8	1				
Mode of Evaluation:		Lot					
Delivery Period:		Within Fifteen (15) Calendar Days upon receipt of Purchase Order					



FINANCIAL OFFER:

Approved Budget for the Contract	Total Offered Quotation (inclusive of VAT)
Six Hundred Forty-Five Thousand Two Hundred Seventy Two Pesos & 50/100 (PhP645,272.50)	In words: _____ _____ In figures: _____

Signature over Printed Name

Position/Designation

Office Phone/Mobile No.

Email Address