



Republic of the Philippines
SURIGAO DEL SUR STATE UNIVERSITY
Rosario, Tandag, Surigao del Sur
Tel. no.: 086-214-2744
E-mail: sdssu_bac@yahoo.com

Bids and Awards Committee on Goods

REQUEST FOR QUOTATION (RFQ)

“Supply and Delivery of Office Supplies”

RFQ No: 210

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the STF intends to apply the sum of *One Hundred Thirty Eight Thousand One Hundred Thirty Pesos & 80/100 (P 138,130.80)* being the approved Budget for the Contract (ABC) to payments for the” **Supply and Delivery of Office Supplies”** for which this Request for Quotation is issued.
2. The SDSSU, herein after referred to as “the Purchaser” now request you to submit price quotation for the supply and delivery of the following:

Item No.	Description	Qty.	Unit
	Office Supplies	1	lot
1	Accession Records Books (for library)	3	Pcs
2	Albatros	49	Pcs
3	Ballpen, Black	232	Pcs
4	Ballpen, Blue	100	Pcs
5	Ballpen, Red	148	pcs
6	Bathsoap, small 60g	42	Pack
7	Battery, AAA	2	Pcs
8	Battery 9V	2	Pcs
9	Board Eraser	50	Pcs
10	Bondpaper, Short, sub.20	116	Ream
11	Broom, Soft (Tamboo)	40	Pcs
12	Broom, Stick, Tingting	24	Pcs
13	Candle, Colored cup, medium	2	Pcs
14	Cartolina, White	1	Bundle
15	Cellophane (Book Cover)	5	Rolls
16	Correction Tape	20	Pcs
17	Correction Fluid, water based 30ml	5	Bots
18	Chlorine	28	Kilo
19	Class Record	50	Pcs
20	Data Filling Folder w/ finger ring, (3"x9"x15")	4	Pcs

21	Detergent Powder Soap, 500g	147	Pack
22	Dishwashing Liquid, 250ml	11	Bots
23	Doormat, Thick	2	Pcs
24	Expanded Brown Envelope, Long	50	Pcs
25	Expanded Folder, (Green) 100's	150	Pcs
26	Feather Duster	3	Pcs
27	Filling Box, double with cover, Long	53	Pcs
28	File Organizer, Expanding @ P 100.00	10	Pcs
29	Floor Mop, Rubber Foam w/ Handle, heavy duty	1	Pc
30	Floor Mat	15	Meters
31	Floor Wax, 900g	10	Can
32	Folder Long, White 100's/pack	2	Pack
33	Folder, Tagboard, A4	1	Pack
34	Flourescent Marker (stabilo boss), pink & green	20	pcs
35	Glass Cleaner, 500ml	20	bots.
36	Glue Stick, Big, clear 8" (4's/pack)	2	pack
37	Glue Gun, Big, 110-220V, 20W	1	pc.
38	Glue, all purpose 130g	10	bots.
39	Hand Towel, 3's/pack	3	pack
40	Linen paper, 20's/pack	8	pack
41	Mimeo Paper, White Long,sub.20	10	ream
42	Muriatic Acid, 1 liter	28	bots.
43	Notepad, Sticky notes, (3"x5")	10	pad
44	Permanent Marker, Black, Broad	12	pcs
45	Puncher, heavy duty	3	pcs
46	Push Pins 100's	10	box
47	Philippine Flag	2	pcs
48	Rechargeable Battery, AA size with charger	1	set
49	Rechargeable Battery, AA size (without charger)	10	pcs
50	Record Book, 500pages	20	pcs
51	Ring Binder, (1/2"x44"), plastic	10	pcs
52	Ring Binder, (3/4"x44"), plastic	10	pcs
53	Sign Pen, Black	34	pcs
54	Soap, Bar	10	bar
55	Sosa	21	liter
56	Slipper (size 10), ordinary	6	pcs
57	Stamping Pad, Ink Refill 30ml	5	bots.
58	Stapler no.35 with remover	2	pcs
59	Scissors, 8-1/2, heavy duty	6	pcs
60	Sticker Paper (assorted color)	3	pack
61	Table Napkin, 20's/pack	pack	pack

62	Tape, Magic Big (book repair)	pcs	6pcs
63	Tape, Transparent 48mm	rolls	rolls
64	Tape, Transparent 24mm	rolls	rolls
65	Tape, Masking, 48mm	rolls	rolls
66	Tape, Dispenser	pcs	pcs
67	Trashcan with cover	pcs	pcs
68	Tissue Paper, 2 ply	pcs	pcs
69	Toilet Bowl Cleaner, 500ml	bots.	bots.
70	Towel White (for Bathroom) , Big	pcs	pcs
71	Thumbtacks 20g	box	box
72	Trasbin with Hood 25L	pcs	pcs
73	Wall Clock	unit	unit
74	Wax paper assorted	ream	ream
75	Whiteboard Marker, Black (refillable)	pcs	pcs
76	Whiteboard Refill Ink, Black	bots.	bots.
77	Zonrox, Bleach, White,(1 galloon)	gal.	gal.
78	Zonrox, Colored, 500ml	bots.	bots.
79	Zonroz, white 250ml	bots.	bots.

3. A set of technical specifications for the above items are provided in Attachment 1. All items listed under the purchasers specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements will result to rejection.
4. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations-A (IRR-A) of Republic Act 9184.
5. It is the intent of the Purchaser to evaluate the quotation for each item separately, and award will be made to the quotation or combination of quotations resulting in the overall lowest cost. Quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation (s) meeting purchaser's technical specifications.
6. Quotations must be delivered at the BAC Office of Surigao del Sur State University, Main Campus, Rosario Tandag City, Surigao del Sur not later than 10:00 AM of July 11, 2018.
7. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.
8. All quotations must be typewritten and must be placed in sealed envelope marked **"Supply and Delivery of Office Supplies (RFQ 210)**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within fifteen days (15) calendar days from receipt of the Notice to Proceed (NTP).
11. DELIVERY SITE: Surigao del Sur State University (SDSSU), Main Campus, Tandag City, Surigao del Sur.
12. The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated

damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

13. The SDSSU reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
14. The prospective bidder shall submit the following:
 - a. Quotation Form
 - b. Technical Specification
 - c. Certificate of PHIL-GEPS Registration

Sgd. FLORIIFE O. URBIZTONDO, DPA
BAC CHAIRPERSON



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SURIGAO DEL SUR STATE UNIVERSITY

Rosario, Tandag, Surigao del Sur

Tel. no.: 086-214-2744

E-mail: sdssu_bac@yahoo.com

QUOTATION FORM

Date: _____

RFQ No. 210

The Chairman

The Bids and Award Committee on Goods

SDSSU-Main Campus

- 1) Having examined the subject Request for Quotation including the Technical Specifications, we, the undersigned offer to supply and deliver the following items (with our unit price and total)

Item No.	Description	Qty	Unit	Unit Price	Total
	Office Supplies	1	lot		
1	Accession Records Books (for library)	3	Pcs		
2	Albatros	49	Pcs		
3	Ballpen, Black	232	Pcs		
4	Ballpen, Blue	100	Pcs		
5	Ballpen, Red	148	pcs		
6	Bathsoap, small 60g	42	Pack		
7	Battery, AAA	2	Pcs		
8	Battery 9V	2	Pcs		
9	Board Eraser	50	Pcs		
10	Bondpaper, Short, sub.20	116	Ream		
11	Broom, Soft (Tamboo)	40	Pcs		
12	Broom, Stick, Tingting	24	Pcs		
13	Candle, Colored cup, medium	2	Pcs		
14	Cartolina, White	1	Bundle		
15	Cellophane (Book Cover)	5	Rolls		
16	Correction Tape	20	Pcs		
17	Correction Fluid, water based 30ml	5	Bots		
18	Chlorine	28	Kilo		
19	Class Record	50	Pcs		
20	Data Filling Folder w/ finger ring, (3"x9"x15")	4	Pcs		

21	Detergent Powder Soap, 500g	147	Pack		
22	Dishwashing Liquid, 250ml	11	Bots		
23	Doormat, Thick	2	Pcs		
24	Expanded Brown Envelope, Long	50	Pcs		
25	Expanded Folder, (Green) 100's	150	Pcs		
26	Feather Duster	3	Pcs		
27	Filling Box, double with cover, Long	53	Pcs		
28	File Organizer, Expanding @ P 100.00	10	Pcs		
29	Floor Mop, Rubber Foam w/ Handle, heavy duty	1	Pc		
30	Floor Mat	15	Meters		
31	Floor Wax, 900g	10	Can		
32	Folder Long, White 100's/pack	2	Pack		
33	Folder, Tagboard, A4	1	Pack		
34	Flourescent Marker (stabilo boss), pink & green	20	pcs		
35	Glass Cleaner, 500ml	20	bots.		
36	Glue Stick, Big, clear 8" (4's/pack)	2	pack		
37	Glue Gun, Big, 110-220V, 20W	1	pc.		
38	Glue, all purpose 130g	10	bots.		
39	Hand Towel, 3's/pack	3	pack		
40	Linen paper, 20's/pack	8	pack		
41	Mimeo Paper, White Long,sub.20	10	ream		
42	Muriatic Acid, 1 liter	28	bots.		
43	Notepad, Sticky notes, (3"x5")	10	pad		
44	Permanent Marker, Black, Broad	12	pcs		
45	Puncher, heavy duty	3	pcs		
46	Push Pins 100's	10	box		
47	Philippine Flag	2	pcs		
48	Rechargeable Battery, AA size with charger	1	set		
49	Rechargeable Battery, AA size (without charger)	10	pcs		
50	Record Book, 500pages	20	pcs		
51	Ring Binder, (1/2"x44"), plastic	10	pcs		
52	Ring Binder, (3/4"x44"), plastic	10	pcs		
53	Sign Pen, Black	34	pcs		
54	Soap, Bar	10	bar		
55	Sosa	21	liter		

56	Slipper (size 10), ordinary	6	pcs		
57	Stamping Pad, Ink Refill 30ml	5	bots.		
58	Stapler no.35 with remover	2	pcs		
59	Scissors, 8-1/2, heavy duty	6	pcs		
60	Sticker Paper (assorted color)	3	pack		
61	Table Napkin, 20's/pack	pack	pack		
62	Tape, Magic Big (book repair)	pcs	6pcs		
63	Tape, Transparent 48mm	rolls	rolls		
64	Tape, Transparent 24mm	rolls	rolls		
65	Tape, Masking, 48mm	rolls	rolls		
66	Tape, Dispenser	pcs	pcs		
67	Trashcan with cover	pcs	pcs		
68	Tissue Paper, 2 ply	pcs	pcs		
69	Toilet Bowl Cleaner, 500ml	bots.	bots.		
70	Towel White (for Bathroom) , Big	pcs	pcs		
71	Thumbtacks 20g	box	box		
72	Trasbin with Hood 25L	pcs	pcs		
73	Wall Clock	unit	unit		
74	Wax paper assorted	ream	ream		
75	Whiteboard Marker, Black (refillable)	pcs	pcs		
76	Whiteboard Refill Ink, Black	bots.	bots.		
77	Zonrox, Bleach, White,(1 galloon)	gal.	gal.		
78	Zonrox, Colored, 500ml	bots.	bots.		
79	Zonroz, white 250ml	bots.	bots.		
	Total				

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the *fifteen (15) days* delivery period.
- 3) We agree to abide by this Quotation/Bid for a period of *sixty (60) days* after the dated deadline of submission specified in your RFQ.
- 4) We understand that payment for items delivered will be made to the winning supplier within thirty (30) days after inspection and acceptance of goods delivered.

Company Name: _____

Address: _____

Signature over Printed Name: _____

Contact No: _____



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TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Office Supplies	
Accession Records Books (for library)	
Albatros	
Ballpen, Black	
Ballpen, Blue	
Ballpen, Red	
Bathsoap, small 60g	
Battery, AAA	
Battery 9V	
Board Eraser	
Bondpaper, Short, sub.20	
Broom, Soft (Tamboo)	
Broom, Stick, Tingting	
Candle, Colored cup, medium	
Cartolina, White	
Cellophane (Book Cover)	
Correction Tape	

Correction Fluid, water based 30ml	
Chlorine	
Class Record	
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Detergent Powder Soap, 500g	
Dishwashing Liquid, 250ml	
Doormat, Thick	
Expanded Brown Envelope, Long	
Expanded Folder, (Green) 100's	
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Filling Box, double with cover, Long	
File Organizer, Expanding @ P 100.00	
Floor Mop, Rubber Foam w/ Handle, heavy duty	
Floor Mat	
Floor Wax, 900g	
Folder Long, White 100's/pack	
Folder, Tagboard, A4	
Flourescent Marker (stabilo boss), pink & green	
Glass Cleaner, 500ml	
Glue Stick, Big, clear 8" (4's/pack)	
Glue Gun, Big, 110-220V, 20W	
Glue, all purpose 130g	
Hand Towel, 3's/pack	
Linen paper, 20's/pack	
Mimeo Paper, White Long,sub.20	
Muriatic Acid, 1 liter	
Notepad, Sticky notes, (3"x5")	
Permanent Marker, Black, Broad	
Puncher, heavy duty	

Push Pins 100's	
Philippine Flag	
Rechargeable Battery, AA size with charger	
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Record Book, 500pages	
Ring Binder, (1/2"x44"), plastic	
Ring Binder, (3/4"x44"), plastic	
Sign Pen, Black	
Soap, Bar	
Sosa	
Slipper (size 10), ordinary	
Stamping Pad, Ink Refill 30ml	
Stapler no.35 with remover	
Scissors, 8-1/2, heavy duty	
Sticker Paper (assorted color)	
Table Napkin, 20's/pack	
Tape, Magic Big (book repair)	
Tape, Transparent 48mm	
Tape, Transparent 24mm	
Tape, Masking, 48mm	
Tape, Dispenser	
Trashcan with cover	
Tissue Paper, 2 ply	
Toilet Bowl Cleaner, 500ml	
Towel White (for Bathroom) , Big	
Thumbtacks 20g	
Trasbin with Hood 25L	
Wall Clock	
Wax paper assorted	

Whiteboard Marker, Black (refillable)	
Whiteboard Refill Ink, Black	
Zonrox, Bleach, White,(1 galloon)	
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