



REQUEST FOR QUOTATION

Solicitation No. **RSU-30-18**

Quotation No. **18-08-071**

Date : **August 8, 2018**

Company Name: _____

Address : _____

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the General Conditions and Eligibility Requirements for the Suppliers, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **August 13, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies & Consumables for Research, Extension and Training Office

ABC: PhP82,807.00

QTY: 999

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
box	Ballpen, Black color (ball point 0.7mm) 12pcs/box	4		
box	Ballpen, Blue color (ball point 0.7 mm) 12pcs/box	4		
box	Ballpen, Red color (ball point 0.7 mm) 12 pcs/box	1		
box	Clip, Binder, backfold, 1-5/8", 12pcs/box	2		
box	Clip, Binder, backfold, 2", 12pcs/box	3		
pc	Certificate Holder, Legal size 8.5 x 13	20		
pc	Certificate Holder, Letter size 8.5 x 11	20		
pc	Clearbook Refillable Long 20 sheets	10		
pc	Correction tape (5mm x12m)	10		
pc	Cutter 6", heavy duty for paper	3		
pc	DVD-RW 4.7G with case	25		
pc	Documentary Tray, 3 Layers, Legal Size, Aluminum	3		
pc	Envelope, Brown Legal size	100		
pc	Envelope, Brown Letter size	100		
pc	Envelope, Mailing 80gsm, 105mm x 241mm Long	20		
pc	Eraser, felt ,for Blackboard or Whiteboard	3		
pc	File Organizer, expanding, plastic, w/ 12 inside pockets & index tabs, 216mm x 330 (legal size)	3		
pc	Folder, white 14 pts. 9" x 14.5", Legal	100		
pc	Folder, white, 14 pts 9" x 11.5", Letter	100		
box	Index Tab, Self-adhesive, Clear (Letter Tabbing) 5 sets/box	10		
pc	Ink Cartridge (for HP Deskjet Ink Advantage) Black	4		
pc	Ink Cartridge (for HP Deskjet Ink Advantage) Colored	4		
pc	Ink Cartridge (for HP 680) Black	4		
pc	Ink Cartridge (for HP 680) Tricolor	4		
liter	Ink for Printer (Black) Universal 1 lit./color (Refill)	5		
liter	Ink for Printer (Cyan) Universal 1 lit./color (Refill)	4		
liter	Ink for Printer (Magenta) Universal 1 lit./color (Refill)	4		
liter	Ink for Printer (Yellow) Universal 1 lit./color (Refill)	4		
bottle	Ink, Stamp Pad, Purple or Violet, 50ml	1		
pc	Magfile Single Closed Horizontal, Legal size (File box)	20		



box	Marker, Permanent, Refillable,Broad(Black) 12pcs/box	2		
box	Marker, Permanent, Refillable,Broad(Blue) 12pcs/box	2		
box	Marker, Permanent, Refillable,Broad(Red) 12pcs/box	1		
box	Marker, Whiteboard, Refillable fine (Black) 12pcs/box	2		
ream	Neon Colored papers, assorted Legal 8.5" x 13"	4		
set	Neon Transparent Index Note(Page Marker) 5 Sets Neon Colored	5		
ream	Paper, Bond, A4 Size,210mm x 297mm, 70gsm	20		
ream	Paper, Bond, 8.5" x 11", Letter size, subs. 20, Ultra white	50		
ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	50		
box	Paper Clip, Big 50mm, Vinyl Coated	15		
box	Paper Clip, Small 28mm Vinyl Coated	15		
box	Paper Fastener, Plastic Coated 50 sets/ box	4		
box	Paper Highlighter/Marker; green 12pcs/box	2		
bottle	Paste with Spreader, 200g	4		
box	Pencil #2 with eraser 12pcs/box	3		
ream	PVC Binding Film Letter 217 x 283mm, mic. 250	4		
ream	PVC Binding Film, Legal 217 x 331 mic. 250	4		
pc	Puncher heavy duty	2		
box	Push Pins Flat head 100pcs/box	2		
pc	Record Book 300 pages, size 214mm x 278mm	4		
pair	Scissors 6"(Medium size, Heavy duty)	2		
pc	Sharpener, Single cutterhead, heavy duty	3		
pack	Specialty board paper 8.5" x 11" Letter size, 220 gsm(10pcs/pack)	30		
pack	Specialty Board Paper, 8.5" x 13" Legal Size 220gsm(10pcs/pack)	30		
pack	Specialty paper 8.5" x 11" Letter size (10pcs/pack)	20		
pack	Specialty paper 8.5" x 13" Legal size(10pcs/pack)	20		
pc	Spiral, Plastic(Ring Binder) 1/4"	5		
pc	Spiral, Plastic(Ring Binder) 1/2"	5		
pc	Spiral, Plastic (Ring Binder) 1"	5		
pc	Spiral, Plastic(Ring Binder) 1 1/2"	10		
pc	Spiral, Plastic(Ring Binder) 2"	10		
pc	Stamp Pad, Violet Ink felt pad, min 60mm x 100mm	2		
box	Staple wire #35 5,000pcs	4		
pc	Stapler with remover(Heavy duty) use 24/6-26/6 staples	5		
pad	Sticky notes 1 1/2" x 2"	10		
pad	Sticky notes 2" x 2"	10		
pad	Sticky notes 3" x 3"	10		
pc	Storage box 67 Liters 63cm x 44cm x 36cm	2		
pc	Storage box 87 Liters 68cm x 48cm x 40cm	2		
pc	Tape Dispenser, Heavy duty for 1" tape	2		
roll	Tape, Double-sided 24mm(1") width	4		
roll	Tape, Masking 24mm(1") width, usable length 50m	4		
roll	Tape, Masking 48mm(2") width, usable length 50m	2		
roll	Tape, Packaging 48mm(2"), width, usable length 50m	2		
roll	Tape,Transparent 24mm(1") width, usable length 50m	4		
roll	Tape,Transparent, 48mm(2") width, usable length 50m	4		



box	Thumbtacks No.153, 20g		2		
TOTAL		QTY	999	ESTIMATED COST	

Yours,



Dr. Mario A. Fetalver, Jr.
 BAC Chairperson

Canvassed by:

LARRY I. FIRMALO
 Procurement Officer

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BIDS & AWARDS COMMITTEE (BAC)
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

Sir/Madame:

Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name / Signature

Tel. No. /Cellphone No. _____

Email Address _____

Date: _____

REQUEST FOR QUOTATION

Terms & Conditions:

1. All entries must be type/hand-written.
2. Delivery period within 15 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of three months.
5. PhilGEPS registration Certificate shall be attached upon submission of the quotation.
6. Bidder shall submit original brochures showing certifications of the production being offered.
7. Payment shall be made after the inspection.
8. Deliver items at Supply Office, Romblon State University, Odiongan, Romblon (042-567-5375)

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS/SUPPLIERS:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note: Submitted documents must be properly authenticated.