



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 San Fernando Campus
 San Fernando, Romblon

BIDS AND AWARDS COMMITTEE

Website: www.rsu.edu.ph

Tel No. (042) 567 - 5273/5959/6234

Tele Fax No. (042) 567 - 5270

REQUEST FOR QUOTATION
P.R. No(s) : 18-01-004/18-05-021/18-05-023
Quotation No. 18 - 08 - 015


Date : 7-Sep-18 _____
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 Bidders, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than September 10, 2018 at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Common Office Supplies and Consumables
 ABC: PhP315,985.00
 QTY.: 4,784

Very Truly Yours,


ELBERT R. PEREZ
 BAC Chairperson

Canvassed by:

MA. LYRA G. MURCHANTE
 Supply Officer

BIDS AND AWARDS COMMITTEE (BAC)
ROMBLON STATE UNIVERSITY
San Fernando, Romblon

Sir/Madame:

Unit	Item/Description	Qty.	Unit Cost	Total Cost
gal.	All Purpose Glue, 1 gal.	2		
btl.	All Purpose Glue, 65 grms.	36		
doz.	Ballpen, black	21		
doz.	Ballpen, red	21		

" Readiness to Serve the region in Utilizing resources for higher education"



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Unit	Item/Description	Qty.	Unit Cost	Total Cost
pcs.	Battery, AAA	12		
pcs.	Battery, AA	24		
box	Binder clips, 1 -1/4" backfold clip, black (12 pcs./box)	30		
box	Binder Clips, 1-5/8", backfold clip, black (12 pcs./box)	20		
doz.	Board Eraser (Blackboard/whiteboard)	7		
ream	Bond paper, (Hard Copy), GSM-70, 8-1/3 x 11	140		
ream	Bond paper, (Hard Copy), GSM-70, 8-1/3 x 13	260		
pcs.	Brown envelope, long	1500		
pcs.	Brown envelope, short	800		
pcs.	Calculator, 14 digit, dual power	5		
cart.	Canon Ink, No. 810 Black	6		
cart.	Canon Ink, No. 811 tri-color	6		
box	Carbon paper, Permafilm, Long	1		
pcs.	Cartolina (sky blue, yellow, golden yellow)	400		
pcs.	CD Rewritable	30		
pcs.	Certificate Holder, 8-1/2 x 11	50		
pcs.	Class Record	100		
pcs.	Clearbook, legal size, plastic, asstd. Color	50		
box	Colored Chalk	12		
pad	Columnar Worksheet, 10 column	5		
pad	Columnar Worksheet, 3 column	5		
doz.	Correction Fluid, 20 ml. ,water base	1		
pcs.	Correction Tape, 5mm x 5m	72		
pcs.	Data File folder/Arch File, 75mm x 230mm x 380mm min. made of chipboard, for legal size docs.	130		
pcs.	Double Sided/Adhesive Tape, 1"	70		
box	Dustless chalk	70		
bottle	Epson ink, T664 cyan, 70 ml.	35		
bottle	Epson ink, T664 magenta, 70 ml.	35		
bottle	Epson ink, T664 yellow, 70 ml.	35		
bottle	Epson ink, T6641 black, 70ml.	45		
pcs.	Epson Ribbon, for LX310 Dot Matrix Printer	10		
case	Expanding Envelope, legal size (100 pcs./case)	4		
box	Fastener, plastic, approx 50 pcs./box	40		
doz.	Filler G tech C4,black	6		
pcs.	Flash Drive, 16GB	9		
pack	Folder, long (100 pcs./pack) 14 pts.	10		
cart.	HP ink, no. 704 black	15		
cart.	HP ink, no. 704 colored	15		

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Unit	Item/Description	Qty.	Unit Cost	Total Cost
pcs.	Illustration Board (whole), black & white	20		
pcs.	Manila Paper	50		
doz.	Marker pen, black, refillable, fine	3		
roll	Masking Tape, 1"	60		
ream	Mimeo Paper, long groundwood, S-18	60		
dozen	Mongol Pencil	10		
pcs.	National Flag, standard size, 3' x 5'	10		
pack	Neon Paper (red, yellow, green, blue) 250 pcs./pack, 8-1/2 x 11	4		
roll	Packing Tape, 2"	20		
btl.	Paste, Redstone, 7 oz.	5		
pc.	Pencil Sharpener	5		
roll	Plastic cover, G-4	3		
pcs.	Puncher, two-hole punch, heavy duty	5		
pcs.	Record book, 500 leaves	25		
box	Rubber Band, Arrow, No. 18	4		
btl.	Rubbing Alcohol, 70% isophrophyl, 500 ml.	60		
pc.	Scissor	10		
pcs.	Scotch tape,(Transparent) 1"	100		
doz.	Sign pen, .5 black	5		
doz.	Sign pen, G tech C4, black	7		
pack	Special Paper, 8-1/2 x 11 (cream.white) GSM 100/120 (20 pcs./pack)	12		
btl.	Stamp pad ink	11		
pcs.	Stamping pad	8		
pc.	Staple Remover	10		
box	Staple Wire No. 10 (small box)	20		
box	Staple Wire, No. 35	40		
pcs.	Stapler, heavy duty, standard size	10		
box	Thumbtacks (small box)	24		
liter	UV ink, black	6		
liter	UV ink, cyan	1		
liter	UV ink, magenta	1		
liter	UV ink, yellow	1		
box	White Letter Envelope, long size (500 pcs./box)	1		
btl.	Whiteboard Ink, Refill	5		
doz.	Whiteboard marker, refillable, black	11		
pad	Yellow Pad	12		
TOTAL		QTY. 4784	TOTAL COST	

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Delivery Period : _____
Warranty : _____
Price Validity : _____

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

Printed Name/Signature

Tel. No. / Cellphone No. _____

Email Address: _____

Date: _____

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REQUEST FOR QUOTATION

Terms and 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 authority.
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 inspection.
8. Deliver items at Romblon State University, San Fernando, Campus, San Fernando, Romblon.

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS:

The Eligibility Envelope shall contain the following:

1. Mayor's Business Permit
2. PhilGEPS Registration Number

Note: Submitted documents must be properly authenticated.

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