



**REQUEST FOR QUOTATION**

Solicitation No. **RSU-26-18**

Quotation No. **18-11-140**

Date : **November 6, 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 **November 9, 2018** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** PROCUREMENT OF OFFICE SUPPLIES & CONSUMABLES

**ABC:** PhP608,225.00

**QTY:** 7489

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
can	Air freshener 200ml	33		
pc	Antibacterial Hand soap, regular size	67		
pc	Automatic Voltage Regulator (for Desktop computer)	2		
pc	Ballpen 0.7mm ballpoint (black)	113		
pc	Ballpen, 0.7 mm ballpoint (red)	74		
pc	Battery, size AA, dry cell	54		
pc	Blackboard eraser	25		
pc	Broom, Soft (Tambo), weight: 200g min tiger grass	29		
pc	Broom, stick (ting-ting)	12		
pc	Bulb, LED 13watts	21		
pc	Calculator, Compact 12 digits Two-way power	8		
pc	Calculator, Scientific FX991ES Plus	3		
pc	Cartolina, golden yellow	20		
pc	Cartolina, light blue	20		
pc	Cartolina, light green	20		
pc	Cartolina, red	20		
pc	CD-RW with Case	25		
pc	Certificate Holder, Legal size 8.5 x 13	5		
pc	Certificate Holder, Letter size 8.5 x 11	139		
pc	Chair, Executive with armrest and headrest, Black, revolving (Mesh type for back and headrest)	3		
pc	Chair, Revolving, Black with side arm (Office Chair)	6		
box	Chalk, Dustless 100pcs/box	70		
pc	Class Record 30lvs 5 1/2" x 11"	30		
box	Clip, Binder, backfold, 1", 12pcs/box	12		
box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	12		
box	Clip, Binder, backfold, 1-5/8", 12pcs/box	13		
box	Clip, Binder, backfold, 2", 12pcs/box	9		
box	Clip, Binder, backfold, 3/4", 12pcs/box	16		
pc	Columnar book, 10 Columns 50lvs. 216 x 280	4		
pc	Columnar book, 3 Columns 50lvs. 216 x 280	2		
pc	Computer Keyboard USB Connection type	2		
pc	Computer Mouse, Optical USB connection type	1		
unit	Computer Table, Metal & Wood frame	1		
box	Continuous Form 3 Ply, 11 x 9 1/2" 500sheets/box Carbonless	6		
pc	Cork Board with Frame 2' x 3'	2		
pc	Correction Fluid, 15ml	18		
pc	Correction tape (5mm x12m)	67		
panel	Curtain	12		



pc	<b>Cutter 6"</b> , heavy duty for paper	7		
pc	<b>Data File box</b> , made of chipboard, with closed ends (5" x 9" x 15-3/4)	10		
pc	<b>Dating and Stamping Machine</b>	4		
bar	<b>Detergent Bar Soap</b>	16		
pack	<b>Detergent Powder</b> , 1100g	4		
sachet	<b>Detergent powder</b> , 82g	150		
set	<b>Dish Drainer &amp; Cabinet</b> Specs: Tubular Steel support for each layer, Additional Drawer for more storage space, Magnetic doors, Key and Lock for each drawer L:61cm x W:33cm x H:124cm	1		
pc	<b>Dish sponge</b>	12		
bottle	<b>Dishwashing liquid</b> 250ml	20		
bottle	<b>Dishwashing liquid</b> 500ml	26		
can	<b>Disinfectant Spray</b> 400 grams net content	8		
pc	<b>Documentary Tray</b> , 2 Layers, Legal Size, Aluminum	2		
pc	<b>Documentary Tray</b> , 3 Layers, Legal Size, Aluminum	3		
pc	<b>Door Mat</b> , Cotton	19		
gal	<b>Emulsion Wax</b>	12		
pc	<b>Envelope, Brown</b> Legal Size	385		
pc	<b>Envelope, Brown</b> Letter Size	300		
pc	<b>Envelope</b> , Expanding, Kraft, Legal size with garter	124		
pc	<b>Envelope</b> , Expanding, Plastic, Legal size with garter	124		
pc	<b>Envelope</b> , Mailing 80gsm, 105mm x 241mm <b>Long</b>	120		
pc	<b>Eraser</b> , felt, for Blackboard or Whiteboard	10		
pc	<b>Extension Wire</b> , Universal, <b>3 gang</b> , 6 feet (heavy Duty)	5		
unit	<b>External Drive</b> , DVD/CD ROM 24X	1		
unit	<b>External Hard Drive</b> 1TB, USB 3.0	4		
pc	<b>File Arch with Lever arm 3-ring</b> , D-type (2.5") Legal size	13		
pc	<b>File Arch with Lever arm 3-ring</b> , D-type (2-5") A4 size	13		
pc	<b>File Arch with Lever arm</b> 76mm x 230mm x 380mm, Legal size	25		
pc	<b>File Arch with Lever arm</b> 76mm x 241mm x 380mm, Legal size	50		
pc	<b>File Organizer</b> , expanding, plastic, w/ 12 inside pockets & index tabs, 216mm x 330 ( <b>Legal size</b> )	2		
pc	<b>Flash Drive</b> 16GB capacity USB 3.0 Plug and Play	2		
pc	<b>Flash Drive</b> 32GB capacity USB 3.0 Plug and Play	43		
set	<b>Floor Mop with Mop wringler</b> , Tornado 360	5		
pc	<b>Folder</b> , Sliding, Morocco, Legal Size (Green)	100		
pc	<b>Folder</b> , Sliding, Morocco, Letter Size (Green)	120		
pc	<b>Folder</b> , Sliding, Morocco, Letter Size (Orange)	20		
pc	<b>Folder</b> , Sliding, Morocco, Letter Size (Yellow)	20		
pc	<b>Folder</b> , Sliding, Plastic, Legal Size	50		
pc	<b>Folder</b> , Sliding, Plastic, Letter Size	50		
pc	<b>Folder</b> , white 14 pts. 9" x 11.5", Letter	450		
pc	<b>Folder</b> , white 14 pts. 9" x 14.5", Legal	725		
roll	<b>Garbage Bag</b> , Large 10pcs/roll	32		
roll	<b>Garbage Bag</b> , XL 10pcs/roll	20		
pc	<b>Glue gun</b> , Full sized	3		
pc	<b>Glue</b> , Multi -Purpose 130grams, White	7		
pc	<b>Glue</b> , Multi-Purpose 473ml, White	13		
pc	<b>Gun tacker</b> with staple wires	1		
bottle	<b>Hand Soap</b> , Liquid 500ml	15		
pc	<b>HDMI Cable</b> , 3m	10		
pc	<b>Illustration board</b> , double face, (30" x 40")	20		
box	<b>Index Tab</b> , Self-adhesive, Clear (Letter Tabblings, 5 sets/ box)	24		



bottle	<b>Ink for Printer (Black)</b> Universal 1 lit./Color (Refill)	11		
bottle	<b>Ink for Printer (Cyan)</b> Universal 1 lit./Color (Refill)	6		
bottle	<b>Ink for Printer (Magenta)</b> Universal 1 lit./Color (Refill)	6		
bottle	<b>Ink for Printer (Yellow)</b> Universal 1 lit./Color (Refill)	6		
bottle	<b>Ink for Printer, Epson Genuine (Black)</b> 70ml/bottle	7		
bottle	<b>Ink for Printer, Epson Genuine (Cyan)</b> 70ml/bottle	7		
bottle	<b>Ink for Printer, Epson Genuine (Magenta)</b> 70ml/bottle	7		
bottle	<b>Ink for Printer, Epson Genuine (Yellow)</b> 70ml/bottle	7		
bottle	<b>Ink for Printer, Epson L110 Genuine T6641 (Black)</b> 70ml/bottle	3		
bottle	<b>Ink for Printer, Epson L110 Genuine T6642 (Cyan)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L110 Genuine T6643 (Magenta)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L110 Genuine T6644 (Yellow)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L360 Genuine T664 (Black)</b> 70ml/bottle	3		
bottle	<b>Ink for Printer, Epson L360 Genuine T664 (Cyan)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L360 Genuine T664 (Magenta)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L360 Genuine T664 (Yellow)</b> 70ml/bottle	2		
bottle	<b>Ink, Permanent marker, Black, 30ml</b>	3		
bottle	<b>Ink, Permanent marker, Red, 30ml</b>	3		
bottle	<b>Ink, Stamp Pad, Purple or Violet, 50ml</b>	2		
bottle	<b>Ink, Whiteboard marker, 30ml, black</b>	5		
bottle	<b>Ink, Whiteboard marker, 30ml, blue</b>	5		
bottle	<b>Ink, Whiteboard marker, 30ml, red</b>	5		
bottle	<b>Isopropyl Alcohol, 500ml</b>	38		
pc	<b>Mag file Double</b> Closed Horizontal Legal size (File box)	2		
pc	<b>Mag file Single</b> Closed Horizontal, Legal size (File box)	2		
pc	<b>Manila Paper</b>	100		
pc	<b>Marker, Permanent, Refillable, Broad (Black)</b>	55		
pc	<b>Marker, Permanent, Refillable, Broad (Blue)</b>	20		
pc	<b>Marker, Permanent, Refillable, Broad (Red)</b>	10		
pc	<b>Marker, Permanent, Refillable, Fine (Black)</b>	27		
pc	<b>Marker, Permanent, Refillable, Fine (Red)</b>	20		
pc	<b>Marker, Whiteboard, Refillable, (Black)</b>	101		
pc	<b>Marker, Whiteboard, Refillable, (Blue)</b>	100		
pc	<b>Marker, Whiteboard, Refillable, (Red)</b>	50		
pc	<b>Mop-handle, Screw Type aluminum</b>	2		
pc	<b>Mop-head, 400grams, cotton</b>	2		
pc	<b>Mouse, Optical USB connection type</b>	4		
liter	<b>Muriatic Acid 1000ml</b>	14		
ream	<b>Neon Colored papers, Legal 8.5" x 13"</b>	2		
ream	<b>Neon Colored papers, Letter 8.5" x 11"</b>	1		
unit	<b>Office Table with drawers and Lock</b> (good quality)	4		
pad	<b>Pad Paper, Yellow</b>	64		
pc	<b>Pail with Metal handle , 24 liters</b>	5		
pc	<b>Pail with Metal handle, 16 liters</b>	2		
box	<b>Paper Clip, Big 50mm, Vinyl Coated</b>	12		
box	<b>Paper Clip, Small 28mm Vinyl Coated</b>	15		
unit	<b>Paper Cutter 18" X 15"</b> metal base trimmer (heavy duty)	1		
pc	<b>Paper Highlighter/Marker (green)</b>	39		
ream	<b>Paper, Bond, A4 Size, 210mm x 297mm, 70gsm, Ultra White</b>	43		
ream	<b>Paper, Bond, 8.5" x 11", Letter size, subs. 20, ultra white</b>	203		



ream	<b>Paper, Bond, 8.5" x 13", Legal size, subs. 20 ultra- white</b>	203		
ream	<b>Paper, Bond, A3 size, 70gsm</b>	4		
ream	<b>Paper, Book Paper Legal Size (8.5" x 13")</b>	10		
ream	<b>Paper, Book Paper Letter Size (8.5" x 11")</b>	10		
box	<b>Paper, Fastener, non-rust metal, 50 sets/box</b>	7		
box	<b>Paper, Fastener, Plastic Coated, 50 sets/box</b>	36		
ream	<b>Paper, Mimeo, Ground wood, 210mm x 297mm (A-4), 63gsm</b>	3		
ream	<b>Paper, Mimeo, Ground wood, Long 8.5 x 13" Subs. 18</b>	16		
ream	<b>Paper, Mimeo, White wove, 210mm x 279mm (A-4) 63gsm</b>	50		
ream	<b>Paper, Mimeo, White wove, Long 8.5" x 13" Subs. 18</b>	105		
ream	<b>Paper, Mimeo, White wove, Short 8.5" x 11" Subs. 18</b>	69		
pack	<b>Paper, Sticker, A4, Matte 10 sheets/pack</b>	74		
pc	<b>Paste with Spreader, 200g</b>	18		
box	<b>Pencil #2 with Eraser</b>	21		
pack	<b>Photo paper, Glossy A4 Size 220 gsm (10pcs/pack)</b>	63		
pc	<b>Plastic Chairs</b>	5		
roll	<b>Plastic Cover G-4</b>	1		
pc	<b>Plastic Drum, 210 liters capacity (Blue)</b>	3		
pc	<b>Plastic Dust Pan (Medium Size)</b>	12		
pc	<b>Puncher, 2-hole (Heavy Duty)</b>	6		
box	<b>Push Pins Flat head 100pcs/box</b>	9		
pack	<b>PVC Binding Film Letter 217 x 283mm, mic. 250</b>	5		
pack	<b>PVC Binding Film, Legal 217 x 331 mic. 250</b>	10		
kilo	<b>Rags, All cotton</b>	14		
pc	<b>Record Book 300 pages, size 2 14mm x 278mm</b>	38		
pc	<b>Record Book 500 pages</b>	15		
pc	<b>Ribbon, for Printer EPSON FX-2175</b>	10		
box	<b>Rubber Band, Flat No. 18, 350 grams</b>	4		
box	<b>Rubber Band, Small Size</b>	1		
pc	<b>Ruler 12", Plastic (Clear)</b>	14		
pc	<b>Scissors 6" (Medium size, Heavy duty)</b>	10		
pc	<b>Sharpener , Single cutter head, heavy duty</b>	3		
pc	<b>Sign Pen, Black, liquid/gel ink, 0.5mm needle tip</b>	161		
pc	<b>Sign Pen, blue, liquid/gel ink, 0.5mm needle tip</b>	54		
pack	<b>Specialty board paper 8.5" x 11" Letter size, 220 gsm (10 pcs/pack)</b>	26		
pack	<b>Specialty board paper 8.5" x 13" Legal size, 220 gsm (10 pcs/pack)</b>	23		
pack	<b>Specialty paper 8.5" x 11" Letter size (10pcs/pack)</b>	41		
pack	<b>Specialty paper 8.5" x 13" Legal size (10pcs/pack)</b>	41		
pc	<b>Spiral, Plastic (Ring Binder) 1 ½"</b>	5		
pc	<b>Spiral, Plastic (Ring Binder) 1"</b>	65		
pc	<b>Spiral, Plastic (Ring Binder) 1/2"</b>	15		
pc	<b>Spiral, Plastic (Ring Binder) 1/4"</b>	5		
pc	<b>Spiral, Plastic (Ring Binder) 1/8"</b>	5		
pc	<b>Spiral, Plastic (Ring Binder) 2"</b>	65		
pc	<b>Stamp Pad, Violet Ink Felt pad, min 60mm x 100mm</b>	4		
set	<b>Stand Fan, 18" plastic blade push button switch, good quality</b>	2		
box	<b>Staple wire #35 5000pcs</b>	35		
pc	<b>Stapler with remover (Heavy duty) use 24/6-26/6 staples</b>	9		
pc	<b>Stick Glue (Hot Melt Glue)</b>	62		
pad	<b>Sticky notes 1 ½" x 2"</b>	63		
pad	<b>Sticky notes 2" x 2"</b>	63		
pad	<b>Sticky notes 3" x 3"</b>	63		



pc	<b>Storage Corrugated/Carton Box L 15" x W 12" x H 10"</b>	30		
pc	<b>Tape, Dispenser, Heavy Duty for 1" tape</b>	2		
roll	<b>Tape, Double-sided 24mm (1") width</b>	22		
roll	<b>Tape, electrical, 1" big roll</b>	5		
roll	<b>Tape, Masking 24mm (1") width, usable length 50m</b>	24		
roll	<b>Tape, Masking 48mm (2") width, usable length 50m</b>	41		
roll	<b>Tape, Transparent 24mm (1") width, usable length 50m</b>	55		
roll	<b>Tape, Transparent, 48mm (2") width, usable length 50m</b>	26		
liter	<b>Termites/Chemical Poisoning (Hometrex)</b>	7		
box	<b>Thumbtacks No.1 53, 20g</b>	10		
roll	<b>Tissue 2 ply</b>	296		
bottle	<b>Toilet Bowl and Uniral Cleaner, 900-1000ml cap</b>	47		
pc	<b>Toilet Bowl brush</b>	6		
pc	<b>Toilet deodorizer 50g</b>	23		
box	<b>Toner MP 2501 for xerox machine, box of 6,</b>	2		
unit	<b>UPS, 1500VA</b>	2		
pc	<b>USB Hub, 4 sockets</b>	2		
pc	<b>Utility Can with cover 80 liters capacity</b>	1		
pc	<b>Wall Clock</b>	2		
set	<b>Wall Fan, 16" 3-speed button</b>	1		
pc	<b>Wall Mirror 2 x 4 feet</b>	1		
pc	<b>Waste Basket, Big (Plastic)</b>	4		
pc	<b>Waste Basket, Small (Plastic)</b>	12		
<b>TOTAL</b>		<b>QTY</b>	<b>7489</b>	<b>ESTIMATED COST</b>

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.**