



**REQUEST FOR QUOTATION**

**Solicitation No. RSU-15-19**

**Quotation No. 19-02-021**

**Date** : February 28, 2019

**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 **March 4, 2019** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of School Supplies for Accreditation of CED, CAS, and San Andres Campus

**ABC:** PhP130,616.50

**QTY:** 929

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
pack	Binding Film, PVC, Legal (217 x 331 mm) mic 250	2		
ream	BOOK PAPER, legal (8.5"x13")	10		
box	Clip, Binder, bakfold, 1", 12 pcs/box	5		
box	Clip, Binder, bakfold, 2", 12 pcs/box	5		
piece	CORRECTION TAPE, 5mm x 12m	20		
box	ENVELOPE, brown, legal size, 100 pcs/box	1		
box	ENVELOPE, brown, letter size, 100 pcs/box	1		
box	FOLDER, white, 14pts, 9"x14.5" (legal), 100pcs/box	1		
piece	Highlighter/ Marker	10		
box	Index Tab, self-adhesive, clear (letter), 5 sets/box	20		
bottle	INK for Printer, Black, 1 litter/color refill	2		
bottle	INK for Printer, Cyan, 1 litter/color refill	1		
bottle	INK for Printer, Magenta, 1 litter/color refill	1		
bottle	INK for Printer, yello, 1 litter/color refill	1		
box	PAPER CLIP, Big (50mm), vinyl coated, 100pcs/box	10		
box	PAPER CLIP, Small (50mm), vinyl coated, 100pcs/box	10		
ream	PAPER BOND, 8.5"x13" (legal), subs. 20	15		
box	PAPER FASTENER, plastic coated, 50 sets/box	5		
box	PENCIL, #2 with eraser, 12pcs/box	2		
dozen	RULER, 12", PLASTIC	1		
piece	SCISSORS, 6" (medium size), heavy duty	6		
pack	SPECIALTY BOARD PAPER, 8.5"X13" (legal), 220gsm (10pcs/pack), cream color	15		
piece	SPIRAL, plastic ring binder, 1"	20		
piece	SPIRAL, plastic ring binder, 1/4"	5		
piece	SPIRAL, plastic ring binder, 2"	20		
box	STAPLE WIRE, #35, 5000PCS/box	1		
piece	STAPLER, WITH REMOVER, heavy duty, use #35 staple wire	3		
piece	TAPE DISPENCER, Heavy Duty for 1 tape	3		
pack	Cartolina (blue)	1		
pack	Cartolina (yellow)	1		
reams	Paper, Bond, 8.5" x 11", Letter size, subs. 20	50		



reams	Paper, Bond, 8.5" x 13", Legal size, subs. 20	125		
pcs	Spiral, Plastic (Ring Binder) 2"	50		
pcs	Spiral, Plastic (Ring Binder) 1"	50		
pcs	Spiral, Plastic (Ring Binder) 1 1/2"	30		
pcs	Spiral, Plastic (Ring Binder) 3/4"	30		
pack	PVC Binding Film Letter 217 x 283mm, mic. 250	1		
pack	PVC Binding Film Legal 217 x 331mm, mic. 250	4		
box	Paper Highlighter/Marker	1		
box	Pencil	2		
rolls	Tape, Transparent 24mm (1")width, usable length 50m	15		
rolls	Tape, Transparent 48mm (2")width, usable length 50m	15		
ream	Paper, Bond, 8.5" x 13", Letter Size, subs. 20, Ultra White	30		
pc	Spiral, Plastic (Ring Binder) 1"	50		
pc	Spiral, Plastic (Ring Binder) 1 1/2"	50		
pc	Spiral, Plastic (Ring Binder) 1/2"	50		
pack	Specialty paper 8.5" x 13" Legal size (10 pcs/pack)	50		
pack	PVC Binding Film, Legal 217 x 331 mm, mic.250	3		
pc	Stapler with remover (Heavy Duty) use 24/6-26/6 staples	20		
pack	Staple wire #35 5,000 pcs	20		
box	Paper Clip, Small 28 mm, Vinyl Coated	20		
pack	Folder, white 14 pts 9" x 14.5", Legal	10		
roll	Tape, Masking 24 mm (1") width, usable length 50 mm	10		
box	Paper Fastener, plastic coated, 50 sets/box	5		
pc	Glue, Multi Purpose 454 grams, White 473 ml	10		
liter	Ink for Printer (Black) Universal 1 lit./color (Refill)	3		
liter	Ink for Printer (Cyan) Universal 1 lit./color (Refill)	2		
liter	Ink for Printer (Magenta) Universal 1 lit./color (Refill)	2		
liter	Ink for Printer (Yellow) Universal 1 lit./color (Refill)	2		
roll	Tape, Double Sided 24 mm (1") width	10		
roll	Tape, Masking 24 mm (1") width, usable length 50 mm	10		
pc	Flash Drive 32 GB capacity USB 3.0 Plug and Play	1		
<b>TOTAL</b>		<b>QTY</b>	<b>929</b>	<b>ESTIMATED COST</b>

Yours,



**MARIO A. FETALVER JR., Ph. D.**  
 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.**