



ABSTRACT OF QUOTATION

Solicitation No. **RSU-13-19**

Quotation No. **19-06-083**

Date : June 26, 2019

Company Name: _____

Address : _____

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the terms and 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 **July 01, 2019** at exactly 5:00 in the afternoon in the return envelope attached herewith.

Project: Procurement of Office Supplies and Consumables (Repost)

ABC: PhP 2,391,337.40

QTY: 50247

unit	Item Description	QTY	ESTIMATED UNIT COST	ESTIMATED COST
box	Ballpen (Black, Blue & Red 4 Boxes/Color), 0.7mm ball point 12pcs/box	10		
box	Ballpen,0.7mm ballpoint (Black) 12pcs/box	81		
box	Ballpen,0.7mm ballpoint (Blue) 12pcs/box	41		
box	Ballpen,0.7mm ballpoint (Red)12 pcs/box	53		
pc	Battery, size AA, dry cell	6		
pc	Battery, size AAA, dry cell	6		
ream	Bond paper, sub 20, legal size 8.5"x13" Ultra White	910		
ream	Bond paper, 8.5"x11", letter size, subs. 20, ultra white	730		
ream	Bond paper,, A4 Size,210mm x 297mm, 70gsm	26		
pc	Calculator, Scientific FX991ES Plus	15		
pc	Calculator, Compact 12 digits Two-way power	34		
pc	Cartolina, Assorted Colors	1300		
pc	Cartolina, green	12		
pc	Cartolina, Light Blue	1000		
pc	Cartolina, Light Green	1000		
pc	Cartolina, pink	12		
pc	Cartolina, red	12		
pc	Cartolina, White	1000		
pc	CD-RW with Case	92		
roll	Celluloid jumbo G-4 thick	1		
pc	Certificate Frame, A4 size	5		
pc	Certificate Holder, Legal size 8.5"x13"	74		
pc	Certificate Holder, Legal size 8.5"x11"	429		
box	Chalk, Dustless, White 100pcs/box	263		
pc	Class Rercords 30 lvs 5 1/2" x 11"	656		
pc	Clearbook, legal size, asstd.color	50		
box	Clip, Binder, backfold, 2" 12pcs/box	50		
box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	84		
box	Clip, Binder, backfold, 1-5/8", 12pcs/box	8		
box	Clip, Binder, backfold, 3/4" 12pcs/box	34		
box	Clip, Binder, backfold, 1" 12pcs/box	60		



pc	Columnar book, 4 Columns 50lvs. 216 x 280	3		
box	Continuous Form 2 Ply, 11 x 9 1/2" 500sheets/box Carbonless	10		
box	Continuous Form 3 Ply, 11 x 9 1/2" 500sheets/box Carbonless	12		
ream	Copy Paper (long paper) 80gsm (Hard Copy)	100		
ream	Copy Paper (Short paper) 80gsm (Hard Copy)	100		
pc	Correction Fluid, 15ml	61		
pc	Correction Tape, 5mmx12mm	324		
pc	Cutter 6", heavy duty for paper w/ lock	58		
pc	Data File box, made of chipboard, with closed ends (5" x 9" x 15-3/4)	57		
pc	Dating and Stamping Machine (Self-Ink date) Approved or Received	3		
pc	Document Envelope (long)	200		
pc	Document Envelope (short)	180		
pc	Documentary Tray, 2 Layers, Legal Size, Aluminum	2		
pc	Documentary Tray, 3 layers, legal size aluminum	6		
roll	Double Adhesive Tape 24mmx9mm 1"	14		
pc	DVD-RW with Case	237		
pc	Envelop, Brown Legal size, 100pcs/box	1742		
pc	Envelope, Brown Letter size	1455		
pc	Envelope, Expanding, Kraft, Legal size with garter	153		
pc	Envelope, Expanding, plastic, legal size with garter	170		
pcs	Envelop, Mailing, 80gsm, 105mmx241mm long 100pcs/box	300		
pcs	Envelope, Mailing, with window, 80gsm, 105mm x 241mm Long	720		
pc	Eraser, Felt, for Blackboard or Whiteboard	520		
pc	Extension Wire Universal 3-gang 6 feet(Heavy Duty)	3		
pc	External Hard Drive 1TB, USB 3.1	5		
pc	Felt Pen (Black)	10		
pc	File Arch w/ lever arm 3-ring, D- type(2.5") Legal size	121		
pc	File Arch w/ lever arm 76mm x 230mm x 380mm, Legal size	285		
pc	File Arch w/ lever arm, 3-ring, D- type(2.5") A4 size	126		
pc	File Folder, Size 8.5"x14"	10		
pc	File Organizer, expanding plastic w/ 12 inside pockets & index tabs, 216mmx330(legal size)	63		
pc	Files Systems	10		
pc	Filing Tray (2 layers)	2		
pc	Flash Drive 16GB capacity USB 3.0 Plug and Play	121		
pc	Flash Drive 32GB capacity USB 3.0 Plug and Play	109		
pc	Folder, Sliding, Plastic, Legal Size	39		
pc	Folder, Sliding, Plastic, Letter Size	37		
pcs	Folder, White 14 pts. 9" x 14.5" legal size	15499		
pcs	Folder, white, 14 pts 9" x 11.5", Letter(100pcs/pack)	9858		
pc	Glue gun, Full sized (big)	12		
pc	Glue stick, full size (medium size)	100		
pc	Glue, Multi-Purpose 130grams, White 118ml	28		
bottle	Glue, Multi-Purpose 473ml, white	89		
pc	HDMI connector	1		
box	Index Tab, Self-adhesive, Clear(Letter Tabbing)5 sets/box	162		
cart.	Ink cartridge, HP #680, Black	5		
cart.	Ink cartridge, HP #680, Tricolor	5		
pc	Ink Cartridge, HP #704 Black	15		
pc	Ink Cartridge, HP #704 Tricolor	15		
bottle	Ink for Printer(Black) Universal 1 lit./color(Refill)	50		



bottle	Ink for Printer, (Cyan) Universal 1 Liter/color (refill)	40		
bottle	Ink for Printer - (magenta) Universal 1 Liter	45		
bottle	Ink for Printer, (Yellow) Universal 1 liter/color (refill)	45		
bottle	Ink for Printer, Epson Genuine (Black) 70ml/bottle	37		
bottle	Ink for Printer, Epson Genuine (Cyan) 70ml/bottle	23		
bottle	Ink for Printer, Epson Genuine (Magenta) 70ml/bottle	19		
bottle	Ink for Printer, Epson Genuine (Yellow) 70ml/bottle	19		
bottle	Ink for Printer, HP Deskjet GT 5810 Genuine (Black) 100ml/bottle	5		
bottle	Ink for Printer, HP Deskjet GT 5810 Genuine (Cyan) 100ml/bottle	3		
bottle	Ink for Printer, HP Deskjet GT 5810 Genuine (Magenta) 100ml/bottle	3		
bottle	Ink for Printer, HP Deskjet GT 5810 Genuine (Yellow) 100ml/bottle	3		
bottle	Ink, Whiteboard Marker, 30ml, blue	2		
bottle	Ink, Whiteboard Marker, 30ml, red	2		
bottle	Ink, Whiteboard marker, 30ml, black	23		
bundles	Mailing Envelop long	3		
pc	Manila Paper	136		
box	Marker, Permanent, Refillable, Broad(Black)	13		
box	Marker, whiteboard, refillable (black), 12pcs/box	28		
pc	Marker, Permanent, Refillable, Broad(Red)	12		
pc	Marker, Whiteboard, Refillable(Blue)	157		
pc	Marker, Whiteboard, Refillable(Red)	38		
pc	Marker, Permanent, Refillable, Fine (Red)	16		
pc	Marker, permanent, fine (black), 12pcs/box	76		
pc	Whiteboard marker, Refillable (black)	228		
pc	White board with frame	6		
doz.	Whiteboard Pen, refillable, Black	4		
ream	Mimeo Paper Ground wood long	120		
pc	Monobloc Chairs w/ arm / study chair	70		
ream	Neon Colored papers, legal 8.5" x 13"	31		
ream	Neon Colored papers, Letter 8.5" x 11'	34		
ream	Neon Paper-Assorted colors, Letter 8.5"x11' 50pcs	100		
unit	office table with drawers and lock (good quality)	1		
pad	Pad paper, yellow	7		
ream	Paper Bond, ("8.5x11") Letter size, subs. 20 Ultra White	35		
ream	Paper Bond, ("8.5x13")Legal size, subs. 20 Ultra White	30		
ream	Paper Bond, long/legal size, s-20/70GSM	80		
ream	Paper Bond, short, S-20/70GSM	40		
ream	Paper Bond, Subs. 20, 8.5"x 11 Letter size	10		
box	Paper Clip, Big 50mm, Vinyl Coated	152		
box	Paper Clip, Small 28mm, vinyl coated, 100pcs/box	98		
pc	Paper Cutter - big (Plastic)	5		
unit	Paper Cutter 18" X 15" metal base trimmer (heavy duty)	1		
box	Paper Fastener, plastic coated, 50 sets/box	223		
box	Fastener- Assorted color	16		
pcs	Highlighter/Marker, 12pcs/box	162		
pcs	Highlighter/Marker (Green)	24		
box	Highlighter/ marker (blue)	1		
box	Highlighter/Marker (Pink)	1		
box	Highlighter/Marker (Violet)	1		
box	Highlighter/Marker (Yellow)	1		
ream	Paper, Book Paper Legal Size(8.5" x 13")	35		



ream	Paper, Book Paper Letter size(8.5" x 11")	25		
ream	Paper, Mimeo, Ground wood, 210mm x 297mm (A-4), 63gsm	2		
ream	Paper, Mimeo, Ground wood, Long 8.5" x 13" Subs.18	850		
ream	Paper, Mimeo, White wove, Long 8.5" x 13" Subs. 18	392		
ream	Paper, Mimeographing paper, ground wood,8-1/2x 13, s-18	20		
ream	Paper, Mimeo, White wove, Short 8.5x11"	40		
box	Parchment paper 210mm x 297mm 80 GSM 100 sheets/box	3		
bottle	Paste, with spreader, 200g	133		
pc	Pencil #1 w/ eraser	70		
pcs	Pencil #2 with eraser 12pcs/box	822		
bottle	Permanent marker, Black, 30ml	51		
pc	Philippine National Flag 3"x6" (Satin)	2		
pack	Photo paper, Glossy A4 Size 220 gsm(10pcs/pack)	56		
roll	Plastic Cover G-4	1		
unit	Power Point Presentation Pointer with laser and Bluetooth	1		
pc	Puncher, 2-hole(Heavy Duty)	18		
box	Push Pins Flat head 100pcs/box	38		
ream	PVC Binding Film, Letter 217 x 283mm 100pcs/ream	1		
ream	PVC Binding Film, Legal 217 x 331 mic. 250 100pcs/ream	1		
ream	PVC Binding Film, Legal 217 x 331 mic. 250 100pcs/ream	6		
pack	PVC Binding Film, Legal 217 x 331 mic. 253	102		
box	PVC Blinding Film, Legal 217x331 mic. 250	1		
pc	Record Book, 300pages, size 2014mmx278mm	150		
pc	Ring Binder, 12.7mmx 1.12 meters,(1/2" x44") plastic, 80 rings asstd. Color	40		
pc	Ring Binder, 19mmx 1.12 meters,(3/4" x44") plastic, 80 rings asstd. Color	50		
pc	Ring Binder, 25mmx 1.12 meters,(1/2" x44") plastic, 80 rings asstd. Color	50		
box	Rubber Band, Flat No. 18, 350 grams	6		
box	Rubber Band, Small size	2		
pc	Ruler, 12", plastic (clear)	90		
pc	Scissors, 6" (Medium size, Heavy Duty)	87		
pc	Scissors 8"(Medium size, Heavy duty)	10		
pc	Sharpener, Single cutter head, heavy duty	9		
pc	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	276		
pc	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	283		
pc	Slide Transparent folder (long)	180		
pc	Slide Transparent folder (short)	180		
pack	Specialty Board paper, 8.5"x11" 220gsm (10pcs/pack)	62		
pack	Specialty Board paper, 8.5"x13" 220gsm (10pcs/pack)	81		
pack	Specialty paper 8.5" x 11" Letter size (10pcs/pack) White	304		
pack	Specialty paper 8.5" x 13" Legal size(10pcs/pack)	137		
pack	Specialty Paper long GSM 180 - Light Green	20		
pack	Specialty Paper long GSM 180 - Light pink	20		
pack	Specialty Paper long GSM 180 - Light Violet	20		
pack	Specialty Paper long GSM 180 - White	50		
pack	Specialty Paper long GSM 180 - Yellow	20		
pc	Spiral, Plastic (Ring Binder) 1"	113		
pc	Spiral, Plastic (Ring Binder) 1/2"	115		
pc	Spiral, Plastic (Ring Binder) 1/4"	95		
pc	Spiral, Plastic(Ring Binder) 1 1/2"	80		
pc	Spiral, Plastic(Ring Binder) 1/8"	5		



pc	Spiral, Plastic(Ring Binder) 2"	90		
pc	Spiral, Plastic(Ring Binder) 3/4"	70		
bottle	Stamp Pad, Ink, Purple or Violet, 50ml	42		
pc	Stamp Pad, Violet Ink felt pad, min 60mm x 100mm	47		
box	Staple wire, #35, 5000pcs/box	223		
box	Staple wire#10	10		
pcs	Stapler with remover (heavy duty use) 24/ 6-26/ 6 staples	119		
pc	Stick Glue	5		
pc	Stick Glue (Hot melt glue)	5		
pad	Sticky Notes 1 1/2" x3	8		
pad	Sticky Notes 2" x2"	13		
pad	Sticky notes 3" x 3"	11		
pc	Storage Corrugated/Carton Box L 15" x W 12" x H 10"	150		
roll	Tape Transparent 24mm (1") width, usable length 50	75		
pc	Tape, Dispenser, Heavy Duty for 1 tape	11		
roll	Tape, Double-sided 24mm(1") width	94		
roll	Tape, Masking 48mm(2") width, usable length 50m	54		
roll	Tape, Masking 24mm(1") width, usable length 50m	133		
roll	Tape, Packaging 24mm (1"), width, usable length 50m	18		
roll	Tape, Packaging 48mm (2"), width, usable length 50m	90		
roll	Tape, Transparent 58mm(2") width, usable length 50m	24		
roll	Tape, Transparent 12mm(1/2") width, usable length 50m	10		
roll	Tape, Transparent 24mm(1") width, usable length 50m	38		
roll	Tape, Transparent, 48mm(2") width, usable length 50m	53		
roll	Tape, Transparent 48mm(1") width, usable length 50m	24		
roll	Tarpaulin Canvass 4 width	40		
box	Thumbtacks No.153, 20g	73		
pc	USB Connector-10 m	1		
box	Venus Enameled Chalk	20		
pc	Wall Clock 35x35cm (wooden)	1		
TOTAL		QTY	50247	ESTIMATEDCOST

Yours,


MARIO A. FETALVER JR., Ph. D., CSEE
 BAC Chairperson

Canvassed by:

Larry I. Firmalo
 Procurement Officer

=====



Date: _____

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

Sir;

After having carefully read the terms and conditions of RFQ, I/We quote on the item/s at the prices noted above.

Yours,

 Printed Name / Signature

Delivery Period : _____
 Warranty : _____
 Price Validity : _____
 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.