



**REQUEST FOR QUOTATION**

**Solicitation No. RSU-52-19**

**Quotation No. 19-07-096**

**Date** : July 17, 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 24, 2019** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Supplies for Office use of Extension Office

**ABC:** PhP57,680.00

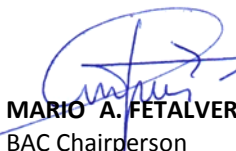
**QTY:** 602

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
Boxes	Ballpen Black colors (ball point 0.7mm) 12 doz	2		
Boxes	Ballpen Blue colors (ball point 0.7 mm) 12 doz	2		
Box	Ballpen Red colors (ball point 0.7 mm) 12 doz	1		
Pcs	Certificate Holder. Legal size 8.5 x 13	20		
Pcs	Certificate Holder. Legal size 8.5 x 11	20		
Pcs	Clearbook Refillable Long 20 sheets	3		
Pcs	Correction tape (5mm x12m)	2		
Pcs	Cutter 6", heavy duty for paper (metal)	2		
Pcs	Documentary Tray, 3 Layers, Legal Size, Aluminum	3		
Pcs	Envelope, Brown Legal Size	50		
Pcs	Envelope, Brown Letter size	50		
Pcs	Envelope, Mailing 80gsm, 105mm x 241mm Long	20		
Pcs	File Organizer, expanding, plastic, w/ 12 inside pockets & index tabs, 216mm x 330 (legal size)	5		
Pcs	Folder, white 14 pts. 9" x 14.5", Legal	100		
Pcs	Folder, white, 14 pts 9" x 11.5", Letter	100		
Pcs	Index Tab	15		
Liters	Ink for Printer(Black) Universal 1 lit./color(Refill)	5		
Liters	Ink for Printer(Cyan) Universal 1 lit./color(Refill)	5		
Liters	Ink for Printer(Magenta) Universal 1 lit./color(Refill)	5		
Liters	Ink for Printer(Yellow) Universal 1 lit./color(Refill)	5		
Pcs	Magfile Single Closed Horizontal, Legal size color black(File box)	10		
Boxes	Marker, Permanent, Refillable, Broad(Black)	2		
Ream	Neon colored papers, asstd Legal 8.5" x 13"	1		
Reams	Paper bond, A4 Size, 210mm x 297mm, 70gsm (super white)	20		
Reams	Paper bond, 8.5" x 11", Letter size, subs. 20 (super white)	30		
Reams	Paper bond, 8.5" x 13", Legal size, subs. 20 (super white)	30		
Boxes	Paper clip, small 28mm Vinyl Coated	10		
Boxes	Paper fastener, plastic coated 50 sets/box	2		
Box	Paper Highlighter/marker; green	1		
Bottles	Paste with spreader, 200g	2		



Boxes	Pencil #2 with eraser	2		
Packs	Photopaper glossy A4 Size 220 gsm (10pcs/pack)	5		
Boxes	Plastic cover (Acetate/PVC) Long	2		
Boxes	Plastic cover (Acetate/PVC) short	2		
Pc.	Puncher heavy duty	1		
Box	Push pins Flathead 100pcs/box	1		
Pcs.	Record book 300 pages, size 214mm x 278mm	2		
Pairs	Scissors 6" (medium size, heavy duty)	2		
Box	Sign pen (Black), liquid gel ink, 0.5mm needle tip	1		
Packs	Specialty board paper 8.5" x 11" Letter size, 220 gsm(10pcs/pack)	15		
Packs	Specialty board paper 8.5" x 13" Legal size, 220 gsm(10pcs/pack)	15		
Packs	Specialty board paper 8.5" x 11" Letter size(10pcs/pack)	5		
Packs	Specialty board paper 8.5" x 13" Legal size(10pcs/pack)	5		
Boxes	Staple wire #35 5,000pcs	2		
Pcs.	Stapler with remover, standard	2		
Pc.	Stapler with remover (heavy duty) use 24/6-26/6 staples	1		
Pcs.	Storage box 67 liters 63cm x 44cm x 36mm	2		
Pc.	Storage box 87 liters 68cm x 48cm x 40mm	1		
Pc.	Tape dispenser, heavy duty for 1" tape	1		
Rolls	Tape, Double-sided 24mm (1") width	2		
Rolls	Tape, Masking 24mm (1") width, usable length 50m	2		
Rolls	Tape, Masking 48mm (2") width, usable length 50m	2		
Rolls	Tape, Transparent 48mm (2") width, usable length 50m	4		
Boxes	Thumbtacks No. 153, 20g	2		
<b>TOTAL</b>		<b>QTY</b>	<b>602</b>	<b>ESTIMATED COST</b>

Yours,

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