



**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2020-011**  
**Quotation No. 20-05-029**

**Date** : May 11, 2020  
**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 14, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Office Supplies for Instructional and Office use of San Fernando Campus

**ABC:** PhP278,734.00

**QTY:** 4764

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
bottle	Ink Bottle, Epson T664 Black, 70 ml.	20		
bottle	Ink Bottle, Epson T664 Cyan, 70 ml.	12		
bottle	Ink Bottle, Epson T664 magenta, 70 ml.	12		
bottle	Ink Bottle, Epson T664 yellow, 70 ml.	12		
bottle	Ink Bottle, Epson Genuine #003 Black, 70 ml.	30		
bottle	Ink Bottle, Epson Genuine #003 Cyan, 70 ml.	20		
bottle	Ink Bottle, Epson Genuine #003 Magenta 70 ml.	20		
bottle	Ink Bottle, Epson Genuine #003 Yellow 70 ml.	20		
box	Chalk, Dustless, white (100 pcs/box)	20		
box	Clip, Binder, Backfold, 1-1/2" (12 pcs./box)	35		
box	Clip, Binder, Backfold, 2" (12 pcs./box)	5		
box	Paper fastener, plastic Coated, 50 sets/box	30		
box	Push Pins	20		
box	Pencil No. 1 & 2	10		
box	Rubber Band, flat No. 18, 350 gm	2		
box	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	2		
box	Sign Pen, black, 0.4mm needle tip	5		
box	Staple Wire, No. 35, 5,000 pcs.	30		
box	Thumbtacks, No. 153, 20g	50		
box	Ballpen, 0.7 ballpoint (Black)	10		
box	Ballpen, 0.7 ballpoint (red)	6		
btl.	Glue, Multi-purpose, 130 gm	24		



doz.	Flash Dive, 16GB capacity USB 3.0 Plug and Play	6		
doz.	File, Arch with lever arm, 3 ring D-type (2.5") Legal size	40		
doz.	Filler G tech C4, 0.4mm	3		
gal	Glue, Multi-purpose, 1 gal.	1		
pcs	Ink Permanent marker, Black, 30 ml	10		
pcs	Ink, Stamp Pad, Purple or Violet, 50 ml.	10		
pcs	Ink, Whiteboard Marker, Black, 30ml	10		
pcs	Magfile Single Close Horizontal Legal Size (file Box)	40		
pcs	Manila Paper	200		
pcs	Marker Permanent, refillable (Broad, black)	24		
pcs	Marker Permanent, refillable (fine, black)	84		
pcs	Marker permanent, refillable (fine, read)	12		
pcs	Marker Whiteboard, refillable, black	120		
pcs	Neon Color Papers, letter 8.5" x 11	2		
pcs	Notebook 50 leaves	50		
pcs	Paper Tray, 3 Layers, Size (Aluminum)	6		
pcs	Paper Cutter Board (heavy duty)	3		
pcs	Plastic Cover G-4	3		
pcs	Puncher, two-hole, heavy duty	5		
pcs	Ribbon for printer Epson FX-2175	6		
pcs	Scissors, 6" (medium, heavy duty)	20		
pcs	Spiral plastic (Ring Binder) 1-1/2"	30		
pcs	Spiral plastic (Ring Binder) 1	30		
pcs	Stamp Pad, Violet Ink felt pad, min. 60mm x 100mm	6		
pcs	Stamper with remover (Heavy duty) use 24/6-26/6	10		
pcs	Calculator Compact, 12 digit, Two way power	6		
pcs	Cartolina (sky blue, yellow, golden yellow)	250		
pcs	CD Rewritable with case	60		
pcs	Battery, AAA	24		
pcs	Battery, AA	24		
pcs	Class Record	30		
pcs	Documentary Tray, 3 layers, Legal Size (Aluminum)	4		
pcs	DVD-RW with case	30		



pcs	Envelop, Brown, legal size	500		
pcs	Envelop, Brown, letter size	500		
pcs	Eraser, felt, for blackboard or whiteboard	48		
pcs	Folder, white (14 pts.) 9" x 14.5", Legal	1000		
pcs	Folder, white (14 pts.) 9" x 11.5", Letter	500		
pcs	Correction tape, 5mm x 5m	100		
ream	Paper, Bond, 8.5 x 11, letter size, S-20, 70GSM, Ultra White	120		
ream	Paper, Bond, 8.5 x 13, legal size, S-20, 70GSM, Ultra White	150		
ream	Paper, Book Paper, 8.5 x 11, letter size, S-20, 70GSM	20		
ream	Paper, Book Paper, 8.5 x 13, legal size, S-20, 70GSM	20		
ream	Paper, Mimeo, Groundwood, 8.5x 13, S-18	40		
ream	Paper, Mimeo, Whitewove, 8.5 x 13, S-19	20		
ream	Record Book 500 page	20		
roll	Tape, Double sided, 24 mm (1") width	30		
roll	Tape, masking, 48 mm (2") width	12		
roll	Tape, transparent, 24 mm (1") width, usable length 50m	100		
roll	Tape, transparent, 48 mm (2") width, usable length 50m	30		
<b>Total</b>		<b>QTY</b>	<b>4764</b>	<b>Estimated Unit Cost</b>

Yours,

  
**Prof. 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.**