



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**  
 Odiongan, Romblon  
 Tel No. (042) 567-5273  
 Email: romblonstateu@gmail.com  
 URL: rsu.edu.ph

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## BIDS AND AWARDS COMMITTEE

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**REQUEST FOR QUOTATION**  
**Solicitation No. RSU-2021-02-026**  
**Quotation No. 21-03-040**

**Date** : **March 8, 2021**  
**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 **March 11, 2021** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Office Supplies for Different Units of Romblon State University

**ABC:** PhP582,195.00

**QTY:** 3939

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
box	Ballpen Black Colors (Ball Point 0.7mm) 12 doz	1		
box	Clip, Binder, Backfold, 1-5/8", 12pcs/ box	3		
box	Clip, Binder, Backfold, 2", 12pcs/box	3		
box	Paper Clip, Big 50mm, Vinyl Coated	3		
box	Paper Clip, Small 28mm, Vinyl Coated	3		
box	Paper Highlighter/Marker; Green	3		
box	Staple Wire #35, 5,000 pcs	2		
box	Thumb Tacks	10		
box	Sign Pen, Blue 12pcs/box	50		
box	Brown Envelope, Long	5		
box	Ballpen, Blue 12 pcs/box	50		
box	Highlighter, Neon Green, Yellow, Orange (12pcs/box)	20		
box	Paper Clip, Small, 28mm	50		
box	Staple Wire #35	50		
box	Fastener, 50 sets/box	50		
box	Sign Pen, Black, 12pcs/box	10		
box	Ballpen, Black & Red (20 Black & 10 Red), 12pcs/box	30		
box	Pencil, 12pcs/box, #2	50		
btl	Diswashing Liquid, 500ml	2		
btl	Hand Soap, 500ml	10		
btl	Isopropyl Alcohol, 500ml	50		
btl	Refill Ink, Universal, Black	30		
cartridge	HP 202A Original Laser Jet Toner Cartridge (Black)	5		
cartridge	HP 202A Original Laser Jet Toner Cartridge (Cyan)	2		
cartridge	HP 202A Original Laser Jet Toner Cartridge (Yellow)	2		
cartridge	HP 202A Original Laser Jet Toner Cartridge (Magenta)	2		
doz	Detergent Powder, 100g	4		
doz	Paper Cups, 200ml	10		
liter	Ink form Printer (Black) Universal 1 lit./ color (Refill)	1		
pack	Specialty Board Paper, 8.5" x 11" Letter Size, 220gsm (10pcs/pack)	10		
pack	Specialty Board Paper, 8.5" x 13", Legal Size 220gsm (10pcs/pack)	10		
pack	Specialty Paper 8.5" x 11", Letter Size (10pcs/pack)	10		
pack	Specialty Paper 8.5" x 13", Legal Size (10pcs/pack)	10		
pack	Specialty Paper, 8"x11", 10 pcs/pack	50		
pack	Tissue paper, 2 Ply, 12 roll/pack	5		
pack	Specialty Board Paper, Legal Size, 220gsm	100		
pack	Specialty Board Paper, Letter Size, 220gsm	100		
pack	Specialty Board Paper, Legal Size, 170gsm (Green)	200		
pack	Specialty Paper, Letter Size	30		
pack	Specialty paper, Legal Size	30		
pad	Note Pad, 3"x4"	20		
pad	Note Pad, 3"x3"	20		
pair	Scissors, 10"	20		
pc	Glue Gun, Full Size (Big)	1		

\_\_\_\_\_  
 Supplier's Printed Name/Signature

*"Serving with Honor and Excellence!"*



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pc	Stapler with Remover (Heavy Duty) use 24/6-26/6 Staples	1		
pc	Tape Dispenser, Heavy Duty for 1" tape	1		
pcs	Correction Tape (5mmx12m)	200		
pcs	Puncher, 2-Hole, Heavy Duty	20		
pcs	CD-RW with Case	300		
pcs	Scotch Tape, 1"	100		
pcs	Double Adhesive Tape, 1"	100		
pcs	Correction Pen	50		
pcs	Record Book, 300 Pages	100		
pcs	Pencil Sharpener	10		
pcs	Record Book, 500 Pages	100		
pcs	File Folder w/ Lever Arm, 89x26x24.5cm (Black)	500		
pcs	Certificate Holder, Letter Size	50		
pcs	Certificate Holder, Legal Size	50		
pcs	Battery, AA	30		
pcs	External Hard Drive, 1TB, 2.5"HDD, 3.0	10		
pcs	Magazine File Box, Large Size, Made of Chipboard	200		
pcs	Flash Drive 32GB Capacity USB 3.0 Plug and Play	2		
pcs	Documentary Tray, 3 Layers, Legal Size, Aluminum	3		
pcs	Envelope, Brown, Legal Size	10		
pcs	Envelope, Mailing 80gsm, 105mm x 241mm Long	10		
pcs	File Organizer, Expanding, Plastic, w/ 12 Inside Pockets & Index Tabs, 216mm x 330 (Legal Size)	3		
pcs	Folder, White 14 pts. 9" x 14.5", Legal	15		
pcs	Scissors 6" (Medium Size, Heavy Duty)	2		
pcs	Spiral, Plastic (Ring Binder) 1/2"	10		
pcs	Stick Glue (Hot Melt Glue)	5		
pcs	Sticky Notes 2" x 2"	2		
pcs	Tape, Transparent 24mm (1") width, Usable Length 50m	2		
pcs	Tape, Double-Sided 24mm (1") width	2		
pcs	Cartolina, Red/Gold/Green	20		
pcs	Correction Tape, 5mmx12mm	40		
pcs	Flash Drive, 16GB, USB3, Plug & Play	3		
pcs	Neon Colored Papers	200		
pcs	File Arch w/ Lever Arm, Black, 76mmx23mmx380mm	20		
pcs	Expanded Envelop, Hard Paper	20		
pcs	Mouse, Optical USB Connection Type	2		
pcs	Mop, Tornado	5		
ream	Paper, Bond, A4 Size, 210mm x 297mm, 70gsm Ultra White	10		
ream	Paper, Bond, 8.5" x 11", Letter Size, subs. 20, Ultra White	10		
ream	Paper, Bond, 8.5" x 13", Legal Size, subs. 20, Ultra White	10		
ream	Coupon Bond, Long, Subs. 20	300		
ream	Coupon Bond, Short, Subs. 20	100		
ream	Coupon Bond, A4 Size, 210mmx297mm, 70gsm	50		
ream	A3 Paper Bond, 500 Sheets/Ream	10		
ream	Mimeo Paper, Whitewove, Long	50		
ream	Mimeo Paper, Whitewove, Short	50		
roll	Tape, Double Adhesive, 1"w, 50m	5		
roll	Tape, Packaging, 2"w, 50mm	5		
roll	Tape, Transparent, 1"w, 50mm	10		
unit	Computer AVR	1		
unit	Extension Cord (10 Gang Universal Outlet) Heavy Duty	1		
unit	PowerPoint Presentation Point w/ Laser & Bluetooth	2		
<b>TOTAL</b>		<b>QTY</b>	<b>3939</b>	<b>ESTIMATED COST</b>

Yours

  
**BILSHAN F. SERVANEZ, Ph. D.**  
BAC Chairperson

Canvassed by:

**Larry I. Firmalo**  
Procurement Officer

Supplier's Printed Name/Signature

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**BIDS AND AWARDS COMMITTEE**

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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 Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

**Note: Submitted documents must be properly authenticated.**