



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

BIDS AND AWARDS COMMITTEE

ABSTRACT OF QUOTATION
Solicitation No. RSU-2021-07-063
ABC: PhP312,530.00
QTY: 1862

Procurement of Various Office Supplies for the Different Units/Offices/Campus of Romblon State University

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
bottles	Ink for Printer, Epson Genuine (Black) 65ml Refill Bottle	12		
bottles	Ink for Printer, Epson Genuine (Cyan) 65ml Refill Bottle	6		
bottles	Ink for Printer, Epson Genuine (Magenta) 65ml Refill Bottle	6		
bottles	Ink for Printer, Epson Genuine (Yellow) 65ml Refill Bottle	6		
box	Pencil #2 with eraser	1		
box	Sign Pen: Hi-tech Point V5, Blue	1		
boxes	Ballpen, 0.7 mm ballpoint (Black)	10		
boxes	Clip, Binder, backfold, 1", 12 pcs/box	25		
boxes	Clip, Binder, backfold, 1-1/4", 12 pcs/box	25		
boxes	Clip, Binder, backfold, 1-5/8", 12 pcs /box	25		
boxes	Clip, Binder, backfold, 2", 12 pcs/box	25		
boxes	Index Tab, Self-Adhesive, Clear (Letter Tab-bings) 5 sets/box	6		
boxes	Paper Clip, Big 50 mm, Vinyl Coated	20		
boxes	Paper Clip, Small 28 mm, Vinyl Coated	25		
boxes	Paper Fastener, plastic coated, 50 sets/box	10		
boxes	Paper Highlighter/Marker	9		
boxes	Paper Highlighter/Marker (Mint Green)	5		
boxes	Sign Pen, Black, Liquid/gel ink, 0.5 mm needle tip	5		
boxes	Sign Pen, Blue, Liquid/gel ink, 0.5 mm needle tip	8		
boxes	Staple wire #35 5,000 pcs	33		
pack	Carbon Film, 8.5" x 13" 100 sheets/pack Blue	1		
packs	Folder, white 14 pts 9" x 14.5", Legal	9		
packs	Paper, Sticker, A4 Matte 10 sheets/pack	10		
packs	Specialty Board Paper 8.5"x11" Letter size, 220 gsm (10pcs/pack)	10		
packs	Specialty Board Paper 8.5"x13" Legal size, 220 gsm (10pcs/pack)	10		

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packs	Specialty paper 8.5" x 13" Legal size (10 pcs/pack)	270		
packs	Specialty paper 8.5" x11" Letter size (10 pcs/pack)	20		
pads	Sticky Notes 1 1/2" x 2"	5		
pads	Sticky Notes 2" x 2"	5		
pads	Sticky Notes 3" x 3"	5		
pads	Sticky Notes: Assorted Color	30		
pc	Ring Binder: Heavy Duty, 24 Holes	1		
pcs	Certificate Holder, Letter size 8.5x11	15		
pcs	Correction Tape (5mm x 12m)	75		
pcs	Cutter 6", heavy duty for paper, w/ lock	2		
pcs	Data File Box, Made of Chipboard, with closed ends (5"x9"x15-3/4)	5		
pcs	Envelope, Brown Legal size	200		
pcs	Envelope, Expanding, kraft, legal size with garter	50		
pcs	Envelope, Expanding, plastic, legal size with garter	130		
pcs	File Arch w/ lever arm 2-ring, D-type (2.5") Legal size (Black)	50		
pcs	File Arch w/ lever arm 76mm x 230mm x 380mm, Legal size (horizontal) black	140		
pcs	File Tray: 3 LAYER METAL TRAY Stackable Paper Tray Metal Mesh Desktop File Organizer	2		
pcs	Flash Drive 32 GB capacity USB 3.0 Plug and Play	2		
pcs	Flash Drive/OTG: 64GB	7		
pcs	Glue Gun, Full sized (big)	1		
pcs	Glue Multi Purpose 454grams, White 473ml	11		
pcs	Magfile Double Closed Horizontal Legal Size (File Box-Black)	5		
pcs	Magfile Single Closed Horizontal, Legal size (File box)	100		
pcs	Marker, Permanent, Refillable, Fine (Black)	12		
pcs	Office Chair: Swivel Chair with arm rest, Black	3		
pcs	Scissors 6" (Medium Size, Heavy Duty)	12		
pcs	Spiral, Plastic (Ring Binder) 1 1/2"	50		
pcs	Spiral, Plastic (Ring Binder) 1"	120		
pcs	Spiral, Plastic (Ring Binder) 3/4"	50		
pcs	Stapler with remover (Heavy Duty) use 24/6-26/6 staples	16		
pcs	Stick Glue (Hot Melt Glue)	10		

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pcs	Tape Dispenser, Heavy duty for 1" tape	1		
pcs	Tv Mount Wall Bracket, Tilting Swivel Mount Stand Holder, Heavy Duty Capacity, for 52" Flat TV LED LCD Screen	16		
reams	Neon Colored papers, Letter 8.5" x 11"	5		
reams	Neon Colored papers, Legal 8.5" x 13"	5		
reams	Paper, Bond, 8.5"x11", Letter size, subs, 20, Ultra White	20		
reams	Paper, Bond, 8.5"x13", Legal size, subs, 20, Ultra White	20		
reams	PVC Binding Film, Legal 217 x 331 mm, mic.250	20		
reams	PVC Binding Film, Letter 217 x 283 mm, mic.250	3		
rolls	Tape, Double Sided 24 mm (1") width	32		
rolls	Tape, Masking 24 mm (2") width, usable length 50 mm	20		
rolls	Tape, Transparent, 24mm(1") width, usable length 50m	5		
unit	External Hhard Drive 1TB, USB 3.0	1		
units	Calculator, Compact 12 digits Two-way Power	5		
units	Calculator, Scientific FX 991 ES Plus	2		
TOTAL		QTY 1862	ESTIMATED COST	

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