



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
 Tel No. (042) 567-6281
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 URL: rsu.edu.ph

BIDS AND AWARDS COMMITTEE

ABSTRACT OF QUOTATION
Solicitation No. RSU-2021-08-075
ABC: PhP315,931.00
QTY: 6,194

Procurement of Office Supplies for the Different Units of Romblon State University

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	TOTAL ESTIMATED COST
pc	Diploma Holders (All Campuses except San Fernando Campus)	973		
packs	Cartolina (White)	3		
box	Clip, Binder, Backfold, 1", 12 pcs/box	2		
box	Clip, Binder, Backfold, 1" -1/4", 12 pcs/box	2		
box	Clip, Binder, Backfold, 1" -5/8", 12 pcs/box	2		
box	Clip, Binder, Backfold, 2", 12 pcs/box	2		
box	Clip, Binder, Backfold, 3/4", 12 pcs/box	2		
pcs	Envelope, Mailing, (Window), 80gsm, 105mm x 241 mm Long	5000		
box	Envelope, brown 9" x 14.5", Legal	10		
pcs	File Arch w/ lever arm 76mm x 230mm x 380mm, Legal size (Black for ISO Accreditation purposes)	10		
pcs	Glue, Multi Purpose 454 Grams, White 473ml	1		
pcs	Illustration board, double face (30"X40")	10		
ream	Paper, Mimeo, Whitewove, Long 8.5" x 13" Subs. 18	50		
box	Paper Highlighter / Marker (6pcs/box)	2		
pcs	Paper Cutter 18"X15" Metal Base trimmer (Heavy Duty)	1		
ream	Paper, Book Paper Letter Size (8.5 X11")	50		
roll	Plastic Cover G-4	1		
pcs	Puncher, 2-hole (heavy duty)	2		
packs	PVC Binding Film, Legal 217 X 331 mic. 250	3		
box	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	15		
pcs	Spiral, Plastic, (Ring Binder) 1"	2		
pcs	Spiral, Plastic (Ring Binder) 1 1/2"	2		
pcs	Spiral, Plastic, (Ring Binder) 1 1/2"	2		
pcs	Spiral, Plastic (Ring Binder) 1 1/4"	2		
pcs	Spiral, Plastic, (Ring Binder) 3/4"	2		
pcs	Spiral, Plastic (Ring Binder) 2"	2		
box	Stapler with remover (Heavy duty use 24/6-26/6)	10		



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	staples			
pcs	Sticky notes 1 ½ " x2"	2		
pcs	Sticky notes 2" X 2"	2		
pcs	Sticky notes 3" X 3"	2		
pcs	Tape, double sided 24 mm (1") width	5		
pcs	Tape, Transparent 24mm (1") width usable length 50mm	10		
pcs	Tape, Transparent 48mm (2") with usable length 50 mm	10		
	TOTAL	6,194		