



Republic of the Philippines
ROMBLON STATE UNIVERSITY

Odiongan, Romblon
 Tel No. (042) 567-6281
 Email: romblonstateu@gmail.com
 URL: rsu.edu.ph

BIDS AND AWARDS COMMITTEE

ABSTRACT OF QUOTATION
Solicitation No. RSU-2022-07-063
ABC: PhP673,913.50
QTY: 2,917

**Procurement of Office Equipment and Supplies for the Different Units/
 Offices/ Campuses of Romblon State University (Repost)**

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	TOTAL ESTIMATED COST
College of Business and Accountancy					
1	liters	Computer Printer (Epson) Ink - black	10		
2	liters	Computer Printer (Epson) Ink - cyan	5		
3	liters	Computer Printer (Epson) Ink - magenta	5		
4	liters	Computer Printer(Epson) Ink - yellow	5		
RSU San Andres Campus					
5	box	INK, for Printer (Black) Universal 1L/bottle (Refill)	4		
6	box	INK, for Printer (Cyan) Universal 1L/bottle (Refill)	2		
7	box	INK, for Printer (Magenta) Universal 1L/bottle (Refill)	2		
8	box	INK, for Printer (Yellow) Universal 1L/bottle (Refill)	2		
9	unit	EXTERNAL HARD DRIVE, any color, USB 3.0 transmission interface, backward compatible with USB 2.0, fast transmission, 2TB capacity, portable	2		
10	piece	FLASH DRIVE, Capacity: 32GB(Actual usable storage less), Interface: USB 2.0, Backwards Compatible with USB 1.1, Read Speed: 15 MBps / Write Speed: 10 MBps, System Requirements: Windows XP, Vista, 7, 8 and 10, Mac OS X 10.5 or Later	12		
11	box	BALLPEN, ballpoint (Black), 50	5		



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		pcs per box			
12	box	BALLPEN, ballpoint (Blue), 50 pcs per box	3		
13	box	BALLPEN, ballpoint (Red), 50 pcs per box	2		
14	box	BOND PAPER, multicopy, for laser/ink-jet printers, high speed copier, legal size, 80 gsm., 5 reams/box	24		
15	roll	CELLULOID plastic cover	1		
16	piece	CORRECTION TAPE (5mm x12m)	17		
REDi R&D					
17	Packs	Photo Paper Satin, A4 Size (20 Sheets) 260 gsm	80		
18	Packs	Specialty Board , Legal Size (10 Sheets) 220 gsm	80		
19	Packs	Specialty Board Letter Size (10 Sheets) 220 gsm	80		
20	Bottle	Ink,008, 1 Black (127ml) Inks for Epson L15150	15		
21	Bottle	Ink,008, 1 Magenta (70 ml) Inks for Epson L15150	10		
22	Bottle	Ink,008, 1 Cyan (70 ml)Inks for Epson L15150	10		
23	Bottle	Ink,008, 1 Yellow (70 ml) Inks for Epson L15150	10		
24	pcs	Cabinets for files and /or reagents with free delivery and installation FC-4D Jersey Filing Cabinet (Assembled) Ergonomic Vertical Filing Cabinet, 4 drawer vertical filing cabinet Color: Beige Size: 62x46x133 cm Assembled	5		
Science Laboratory					
25	ream	Paper, Bond, 8.5 inches x 13 inches, Legal size, subs. 20, Ultra White	10		
26	ream	Paper, Bond, 8.5 inches x 11 inches, Letter size, subs. 20,	5		



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		Ultra White			
27	box	Ballpen,0.7mm ballpoint (Black)	1		
28	box	Ballpen,0.7mm ballpoint (RED)	1		
29	pc	Cutter 6 inches, heavy duty for paper, w/ lock	6		
30	pc	File folder with lever arm, upward (blue color) legal size	6		
31	box	Binder Clips, 2 inches width	4		
32	box	Marker, Permanent, Refillable, Broad (Black), 12pcs/box. Pilot	1		
33	pc	Brown Envelope 8.5 inches x13 inches, Long	100		
34	pc	Scissors 6 inches (medium size, Heavy duty)	2		
35	box	Disposable gloves, Latex, Large size	6		
36	pc	Face Shield, Acrylic, Full face	6		
37	box	Disposable mask, 50 pcs/box	6		
REDi R&D/ IP- TBM					
38	Piece	Arch File Folder, 2 rings 2" or 3" thick, size: long 14inches L x 11inches W x 3'inches Thick, Color: Black	4		
39	Pieces	Desk file organizer, sturdy, magazine file folder, 4 section, Color: Black, Size : 320 x 295 x 305mm	3		
40	Pieces	Alcohol, Isopropyl, w/ spray, 300ml, total defense, 5-in-1 protection total defense, 70 percent	10		
41	Pieces	Cutter, heavy duty, L500 Metal , Medium	2		
42	Pack	Tissue 2-ply (12 rolls/pack), high quality, eco-friendly, multi-pack	10		
43	Box	Ballpen, ultra-fine roller ball pen, point 0.3, blue, 12 pcs/box	2		
44	Box	Ballpen, ultra-fine roller ball pen, point 0.3, black, 12 pcs/box	2		
45	Pieces	Correction Tape, Size: 10 meters	2		
46	Reams	Paper, Bond, 8.27 inches x 11.69 inches, A4 Size, Ultra White	5		
47	Reams	Paper, Bond, 8.5 inches x 11 inches, Letter Size, Ultra White	5		
48	Reams	Paper, Bond, 8.5 inches x 13 inches, Legal Size, Ultra White	10		
49	Pieces	Scissor atleast 8 inches, Large	3		



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		Size			
50	Pads	Sticky Note, 1 1/2 inches x 2 inches Color: Yellow and Green	9		
51	Pieces	Stapler with Remover, number 35	1		
52	Piece	Calculator, 12 digits, Mx-12B, Size: 147 x106x29mm	1		
53	Piece	64GB Ultra Dual Flash Drive OTG Type, 2 in 1 lash drive with a reversible USB type, compatible mobile device android and computer device with usb type, dimensions 1.75x0.48x0.34inches, Model: SDDD3-0G4G-G46, Hardware interface: USB 3.0, USB 2.0, mounting hardware: Flash drive, data transfer rate: 130 megabytes per second, color: black or metal	4		
54	Pieces	Morocco folder with slide, size: long, color: green, perfect for document presentation and organization	90		
55	Pieces	Morocco folder with slide, size: long, color: yellow, perfect for document presentation and organization	90		
56	Pieces	Morocco folder with slide, size: long, color: blue, perfect for document presentation and organization	90		
57	Roll	Japanese Cord string, 3mm thread, 100% polyester, color yellow, wool type	5		
58	Roll	Japanese Cord string, 3mm thread, 100% polyester, color blue, wool type	5		
59	Roll	Japanese Cord string, 3mm thread, 100% polyester, color green, wool type	5		
60	Pieces	Folder, long size, white, thick # 14, use for offices	85		
61	Pack	Sticker paper, A4 size 100 gsm (10 pcs/pack)	13		
CAFF					
62	box	Ballpen, 0.7 mm ballpoint, black (12 pcs/ pack)	10		



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63	box	Ballpen, 0.7 mm ballpoint, blue (12 pcs/ pack)	10		
64	box	Ballpen, 0.7 mm ballpoint, red (12 pcs/ pack)	6		
65	box	Sign Pen, black, ball point	4		
66	box	Clip, Binder, backfold, 1-1/4 inches, 12 pcs/box	24		
67	box	Clip, Binder, backfold, 2 inches, 12 pcs/box	24		
68	pc	Correction Tape (5mm x 12m)	60		
69	pc	Documentary Tray, 3 layers, legal size aluminum	24		
70	pc	Envelope, Brown, Legal size	300		
71	pc	Glue, Multi-purpose 130grams, White	30		
72	pc	Folder, White 14 pts. 9 inches x 14.5 inches , Legal	400		
73	bottle	Ink, whiteboard marker, 30ml, blue	1		
74	pc	Marker, White Board (Refillable, black)	24		
75	pc	Marker, White Board (Refillable, blue)	24		
76	box	Paper clip, big 50mm, vinyl coated	25		
77	pc	Spiral, Plastic (Ring Binder) 1/2 inches	20		
78	pc	Spiral, Plastic (Ring Binder) 1 inches	20		
79	roll	Tape, transparent, 24mm (1 inches) width, usable length	10		
80	roll	Tape, Packaging 48mm(2 inches), width, usable length	3		
81	pack	Letter Labels – index tab transparent, premium plastic, alphabet letter and number stickers	30		
82	pcs	Electrical tape (big), color: black	10		
83	pc	Stapler with remover, Big	2		
84	set	Extension Wire Universal 5-gang 6 feet	2		
85	pc	Scissors 6"(Medium size, Heavy duty)	2		
86	pc	Puncher: Regular Size	2		
87	Unit	Laminating Machine, Hot and cold laminating settling. Quick warm up time: 3-5 mins. Power ready & preheating light, with	1		



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		reverse switch- Entry width 320mm- Best used with 125- 250 micron films. Speed: 660mm/min Dimension: (LXWXH) 2.6inches x 19.6inches x 3.9 inches			
88	Pc	Paper Cutter 18 inches x15 inches Metal Base Trimmer (Heavy Duty)	1		
89	Pc	Steel Measuring Tape, size:50 meters, length	10		
90	Pc	Electric lamp w/ bulb- 50 watt bulb, aluminum	3		
RSU San Agustin					
91	box	Clip, Binder, backfold, 1inch, 12pcs/box	12		
92	box	Clip, Binder, backfold, 1-1/4 inches, 12 pcs/box	12		
93	bOx	Clip, Binder, backfold, 1-5/8 inches, 12pcs/box	12		
94	box	Clip, Binder, backfold, 2 inches, 12pcs/box	12		
95	box	Clip, Binder, backfold, 3/4 inches, 12pcs/box	12		
96	box	Clip, Binder, backfold, 1 inch, 12pcs/box	12		
97	box	Clip, Binder, backfold, 1-1/ inches, 12 pcs/box	12		
98	box	Ballpen,0.7mm ballpoint (Black)	5		
99	box	Ballpen,0.7mm ballpoint (Blue)	9		
100	box	Ballpen, 0.7mm ballpoint (Red)	5		
101	pack	Envelope, Brown Legal size (50pcs/pack)	5		
102	pack	Envelope, Brown Letter size (50pcs/pack)	5		
103	Bundle	Envelope, Mailing, with window, 80gsm, 105mm x 241mm Long (50pcs/ Bundle)	4		
104	pack	Folder, white 14 pts. 9 inches x 14.5 inches, Legal	7		
105	pack	Folder, white, 14 pts 9 inches x 11.5 inches, Letter	5		
106	box	Paper Clip, Big 50mm, Vinyl Coated	10		
107	box	Paper Clip, Small 28mm Vinyl Coated	10		
108	bottle	Paste with Spreader, 200g	10		
109	box	Pencil #2 with eraser	5		



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110	pack	Photopaper, Glossy A4 Size 220 gsm(10pcs/pack)	5		
111	pc	Puncher, 2-hole(Heavy Duty)	5		
112	box	Sign Pen,black, liquid/gel ink, 0.5mm needle tip	2		
113	box	Sign Pen,blue, liquid/gel ink, 0.5mm needle tip	5		
114	box	Staple wire # 35 5,000pcs	50		
115	pc	Scissors 6 inches (Medium size, Heavy duty)	6		
116	pc	Tape Dispenser, Heavy duty for 1 inch tape	5		
117	pc	Magnetic Whiteboard and Cork Board Combination Board 18 inches X 24	4		
118	pc	File Box	50		
119	ream	Neon Art Paper Assorted color Legal Size	20		
120	pc	Heavy Duty Pencil Sharpener	3		
121	pad	Sticky Noted pad	20		
Main Campus & Other Campuses					
122	pcs	<p>Movable TV Stand Specs: Color:Black Material: Cold rolled steel - Aluminum alloy Size: LXWXH 35.4x25.2x67 inch TV Mount Height Adjustable: 42.5-59 inch</p> 	2		
123	pcs	4 layer Vertical Filing Cabinet 20 inches X 52	1		
124	pcs	Book End heavy Duty	100		
125	pcs	Steel Double Sided Book Cart Shelves	2		



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126	pcs	Double Sided Bookshelves  Double Sided Book Shelf	2		
127	pcs	Book stand display (Small, Medium and Large) Assorted	40		
128	pcs	Accession Record Book  	12		
RSU Santa Fe/ San Jose, Romblon					
129	unit	Water Dispenser (Model: HF SWD-800), 230 V, 60 Hz, heating power-500W, cooling power/current-85 W/0.8 A	2		
130	tank	Fire Extinguisher Type ABC 10 LBS with free wall bracket, dry chemical, ISO Certified	10		
College of Education					
131	box	Ballpen, 0.7 mm ballpoint (Black)	6		
132	box	Ballpen, 0.7 mm ballpoint (Blue)	6		
133	box	Clip, Binder, backfold, 1 inches, 12 pcs/box	20		
134	box	Clip, Binder, backfold, 1-1/4 inches, 12 pcs/box	20		
135	box	Clip, Binder, backfold, 1-5/8 inches, 12 pcs/box	20		
136	box	Clip, Binder, backfold, 2 inches, 12 pcs/box	20		



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137	box	Clip, Binder, backfold, 3/4 inches, 12 pcs/box	20		
138	pc	Data File Box, Made of Chipboard, with closed ends (5 inches x9 inches x15-3/4 inches)	5		
139	pc	Documentary Tray, 2 layers Legal Size, Aluminum	5		
140	pc	Documentary Tray, 3 layers Legal Size, Aluminum	5		
141	ream	Paper, Bond, 8.5 inches x 13 inches, Legal Size, subs. 20, Ultra White	30		
142	Pc	White board 35 x 60cm	5		
143	Pc	File Arch w/ lever arm 3-ring, D-type (2.5 inches) Legal size	10		
Extension and Technical Advisory Services Office					
144	box	BALLPEN, 0.7mm ballpoint Black, (12 pcs)	4		
145	box	BALLPEN, 0.7mm ballpoint Blue, (12 pcs)	4		
146	box	BALLPEN, 0.7mm ballpoint Red, (12 pcs)	1		
147	pcs	Calculator 12 digits	2		
148	pcs	Certificate Holder, Legal Size	30		
149	pcs	Certificate Holder, Letter Size	20		
150	pcs	Class Record 5 ½" x13". 30 lvs.	6		
151	Box	Clip Binder, Backfold, 0.5", 12 pcs/box	10		
152	Box	Clip Binder, Backfold, 1", 12 pcs/box	10		
153	pcs	Clip Binder, Backfold, 1 5/8", 12 pcs/box	63		
Administration/ Accounting					
154	Unit	Paper Shredder (Heavy Duty For A4 and Long size paper Specification Security Level: P4 Sheet Capacity: 16 Wastebasket Capacity: 31 L Run Time: 30 min Cut Size: 4x40mm)	1		
155	Unit	Binding Machine 24 Holes 450 sheets binding capacity 22 sheets (80g) punching capacity 24 holes For A4 and Long size paper Paper Margin: 2.5/3.5/4.5/5.5 mm	1		



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		Distance between holes: 14.3mm Dimension: 57.4x32x41.3 cm			
TOTAL			2,917		

Name and Signature of the Bidder/Authorized Representative

Name of the Company