



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon
URL: rsu.edu.ph

INVITATION FOR NEGOTIATED PROCUREMENT

for the

**PROCUREMENT OF OFFICE AND
JANITORIAL SUPPLIES FOR THE
DIFFERENT
UNITS/OFFICES/CAMPUS OF
ROMBLON STATE UNIVERSITY**

Source of Fund: 164

Total QTY: 1,832

Total ABC: PhP413,314.00

*Negotiated Procurement
as provided for under Sec. 53.1 (Two Failed Biddings) of
the 2016 Revised Implementing Rules and Regulations
of Republic Act No. 9184*

INVITATION FOR NEGOTIATED PROCUREMENT

1. The **ROMBLON STATE UNIVERSITY**, hereby invites all interested suppliers to submit their quotation for the **Procurement of Office and Janitorial Supplies for the Different Units/Offices/Campus of Romblon State University** with an Approved Budget for the Contract amounting to **Four Hundred Thirteen Thousand, Three Hundred Fourteen Pesos (PhP413,314.00)** subject to the General Conditions stated herein.
2. The procurement procedure for this project is Negotiated Procurement pursuant to Section 53.1 (Two Failed Biddings) of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
3. Submission: Electronic (bacrsu2016@gmail.com) or Manual (addressed to the Bids and Awards Committee Secretariat, BAC Office, Community Outreach Center, Romblon State University, Odiongan, Romblon.
4. The schedule of negotiation activities are, as follows:

Activities	Schedule	Venue
Issuance and availability of Negotiation Documents	25 to 29 November 2022	BAC Office, Community Outreach Center, Romblon State University, Odiongan, Romblon
Deadline for the submission of Negotiation Documents (Proposal)	05 December 2022 10:30 PM.	BAC Office, Community Outreach Center, Romblon State University, Odiongan, Romblon
Opening of Negotiation Documents (Proposal)	05 December 2022 10:30 PM.	BAC Office, Community Outreach Center, Romblon State University, Odiongan, Romblon

5. For further information, please refer to:

(SGD) MS. VEE F. FRANCISCO

Head, BAC Secretariat

Romblon State University, Odiongan, Romblon 5505

Email Address: bacrsu2016@gmail.com

Website: www.rsu.edu.ph

GENERAL CONDITIONS:

1. Quotations shall be in accordance with the attached Abstract of Quotation.
2. The prospective suppliers shall attach the following documents to the quotation:
 - 2.1. PhilGEPS Certificate of Registration (Platinum Membership)¹;
 - 2.2. Registration Certificate;
 - 2.2.1 DTI (sole proprietorship); or
 - 2.2.2 SEC (partnership/corporation); or
 - 2.2.3 CDA (cooperatives);
 - 2.3. Mayor's or Business Permit;
 - 2.4. Tax Clearance; and
 - 2.5. Bid Security, in the following forms and formats:
 - 2.5.1. Bid Securing Declaration; or
 - 2.5.2. The amount of not less than _____ (2% of the ABC) if the bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 - 2.5.3. The amount of not less than _____ (5% of the ABC) if the bid security is in Surety Bond;
 - 2.6 Duly-accomplished conformity with the Technical Specifications, shall be attached to the quotation². Please refer to the attached checklist of eligibility requirements to ensure a complete and correct submission of requisite documents.
3. The prospective bidders may submit an offer that provides for superior quality and/or better terms and conditions at no extra cost to the OP-PMS.
4. All quotations shall be considered as fixed prices and are, therefore, not subject to price escalation during contract implementation.
5. All transactions are subject to withholding of applicable taxes and fees.
6. The BAC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.
7. The BAC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.
8. Late submission of quotations shall not be accepted and considered.

ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson

¹ Pursuant to GPPB Resolution No. 15-2021 dated October 14, 2021, states that, "(i)n case no revision of the Class "A" Eligibility Document covered by Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 is found necessary by the BAC after the conduct of the mandatory review, the submission of the PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 RIRR shall likewise be mandatory."

² The PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS registration number.

CONFORMITY WITH THE TECHNICAL SPECIFICATIONS³

TECHNICAL SPECIFICATIONS

Solicitation No. RSU-2022-07-058

ABC: PhP413,314.00

QTY: 1,832

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

ITEM NO.	UNIT	ITEM DESCRIPTION	STATEMENT OF COMPLIANCE
College of Engineering and Technology			
1	can	Air Freshener 200ml	
2	pc	Antibacterial Hand soap, Regular size	
3	pc	Broom Soft (Tambo) 200g min. weight tiger grass	
4	pc	Broom Stick (Ting-ting)	
5	dozen	Detergent Powder 110g	
6	bottle	Dishwashing Liquid 500ml	
7	can	Insect Spray 400g net content	
8	pc	Doormat, Cotton	
9	roll	Garbage Bag, Large 10pcs/roll	
10	roll	Garbage Bag, XL10pcs/roll	
11	bottle	Hand Soap, Liquid 500ml	
12	bottle	Isopropyl Alcohol 500ml	
13	bottle	Muriatic Acid 1000ml	
14	kilo	Rags, (all cotton)	
15	bottle	Sanitizing Gel with moisture lock pump type 500ml	
16	pack	Tissue 2-ply (12 rolls/pack)	
17	bottle	Toilet Bowl and Urinal Cleaner, 900-1000ml cap	
18	pcs	Toilet Bowl Brush	
19	pcs	Toilet Deodorizer 50g	
20	set	Floor mop with Mop wringler, Tornado 360'	
21	box	Ballpen,0.7mm ballpoint (Black), 12 pcs/box	
22	box	Ballpen,0.7mm ballpoint (Blue), 12 pcs/box	
23	box	Ballpen,0.7mm ballpoint (Red), 12 pcs/box	
24	box	Sign Pen, Hi-tech Point V5, Black(12pcs)	
25	box	Sign Pen, Hi-tech Point V5, Blue (12pcs)	
26	box	Sign Pen, Hi-tech Point V5, Red (12pcs)	
27	pc	Certificate Holder, Legal size	
28	pc	Certificate Holder, Letter size 8.5x11	
29	box	Clip, Binder, backfold 1-5/8" 12 pcs/box	
30	box	Clip, Binder, backfold 2" 12 pcs/box	
31	box	Correction Tape (5mmx12m)	
32	pc	Cutter 6", heavy duty for paper with lock	

³ Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification.

33	box	Folder, white 14 pts. 9"x14.5", Legal	
34	box	Folder, white 14 pts. 9"x11.5", Letter	
35	box	Paper Clip, Big 50mm, vinyl coated	
36	box	Paper Clip, Small 28mm, vinyl coated	
37	box	Paper Highlighter/Marker (assorted color)12pc	
38	pack	Photopaper, Glossy A4 size gsm (10pcs/pack)	
39	ream	PVC Binding Film, Legal Size (100 sheets)	
40	ream	PVC Binding Film, Letter Size (100 sheets)	
41	pack	Specialty Board Paper 8.5"x11" Letter size, 220 gsm (10pcs/pack)	
42	pack	Specialty Board Paper 8.5"x13" Legal size, 220 gsm (10pcs/pack)	
43	box	Staple wire #35 (5,000 pcs)	
44	pc	Stapler with remover	
45	pads	Sticky notes 3"x3"	
46	roll	Tape, Double-sided 24mm (1") width	
47	roll	Tape, Double-sided 48mm, (2") width	
48	roll	Tape, Masking 24mm (1") width, usable length 50m	
49	roll	Tape, Masking 48mm (2") width, usable length 50m	
50	roll	Tape, Packaging 48mm (2") width, usable length 50m	
51	roll	Tape, Transparent 24mm (1") width, usable length 50m	
52	roll	Tape, Transparent 48mm (2") width, usable length 50m	
53	pcs	Bulb, LED 15 watts	
54	bottle	Ink, Stamp Pad, Purple or Violet, 50ml	
55	bottle	Ink, Whiteboard Marker 30ml (Black)	
56	pc	Marker Whiteboard, Refillable (Black) Roundtip	
57	pc	Marker, Permanent, Refillable (Black) Fine	
Extension and Technical Advisory Services Office			
58	pc	Air Freshener, Disinfectant Spray, 510g	
59	pc	Alcohol Non-Contact Dispenser	
60	pc	Antibacterial Hand Soap, Liquid, 500ml	
61	pc	Alcohol, Isopropyl, w/spray, 300ml, total defense, 5-in-1 protection total defense	
62	pc	Broom Soft (Tambo) weight, lightweight and durable, 3M	
63	pc	Broom Stick (Ting-ting)	
64	set	Curtain with ring holes (3 pcs in a set, 215cm height x 150cm width), (mint green, gray, powder pink, sky blue colors)	
65	pc	Detergent powder 4000g/bag, professional, removes 99.9% of germs and virus	
66	pc	Dishwashing Liquid ,495 ml, dishwashing liquid, hypoallergenic	
67	gallon	Disinfecting Bleach, gallon	
68	pc	Garbage Bag, Large 10pcs/roll	
69	pc	Glass Cleaning Solution	

70	pc	Insect Spray, multi-insect killer water-based, 500ml	
71	pc	Isopropyl Alcohol, 500 ml, pump, green bottle with moisturizer	
72	pc	Hand Sanitizer, with moisturizer, 500ml	
73	pc	Mop with bucket cutting squeeze for wash floor sweep system 180deg, gray	
74	pc	Pen Holder, Professional, with provision for clips, stapler, etc	
75	pc	Rags, (all cotton)	
76	pc	Rotatable Scraper/ Mop Broom for Glass Windows with 20 refills	
77	pack	Tissue 2-ply (12 rolls/pack)	
78	pc	Toilet Bowl Brush, Heavy Duty, White, at least 2ft long, durable	
79	pc	Toilet Cleaner, Ultra Thick, 900 ml	
College of Education			
80	can	Air Freshener 200ml	
81	pc	Spin Mop Tornado (20 x 14 x 11.5 inches, 9.9 pounds)	
82	pc	Antibacterial Hand Soap, Regular Size	
83	pc	Broom Soft (Tambo) weight, 200g min tiger grass	
84	bottle	Dishwashing Liquid 500ml	
85	pc	Doormat, Cotton	
86	set	Floor mop with Mop wringer, Tornado 360'	
87	roll	Garbage Bag, Large 10pcs/roll	
88	bottle	Hand Soap, Liquid 500ml	
89	bottle	Isopropyl Alcohol 500ml	
90	liter	Muriatic Acid 1000ml	
91	pc	Pail with Metal Handle, 16 liters	
92	pc	Plastic Dust Pan (Medium Size)	
93	pack	Tissue 2-ply (12 rolls/pack)	
94	bottle	Toilet Bowl and Urinal Cleaner, 900-1000ml cap	
95	pcs	Toilet Bowl Brush	
96	pcs	Toilet Deodorizer 50g	
97	pc	Waste Basket, Small (Plastic)	
98	dozen	Detergent Powder 110g	
Training Services Offices			
99	pc	Air Freshener 200ml	
100	pc	Antibacterial Hand Soap, Regular Size	
101	pc	Broom Soft (Tambo) weight, 200g min tiger grass	
102	pc	Detergent Powder 110g	
103	pc	Dishwashing Liquid 500ml	
104	pc	Insect Spray 400g net content	
105	pc	Doormat, Cotton	
106	pc	Garbage Bag, Large 10pcs/roll	
107	pc	Hand Soap, Liquid 500ml	
108	pc	Isopropyl Alcohol 500ml	

109	pc	Muriatic Acid 1000ml	
110	pc	Rags, (all cotton)	
111	set	Tissue 2-ply (12 rolls/pack)	
112	pc	Toilet Bowl and Urinal Cleaner, 900-1000ml cap	
113	pc	Toilet Bowl Brush	
114	pc	Toilet Deodorizer 50g	
115	set	Face Mask	
116	pc	Digital Non-Contact Thermometer	
117	pc	Ink for Printer (Black) Universal 1L/color (Refill)	
118	pc	Ink for Printer (Cyan) Universal 1L/color (Refill)	
119	pc	Ink for Printer (Magenta) Universal 1L/color (Refill)	
120	pc	Ink for Printer (Yellow) Universal 1L/color (Refill)	
San Andres Campus			
121	can	Air Freshener 200ml	
122	pc	Antibacterial Hand Soap, Regular Size	
123	pc	Broom Soft (Tambo) weight, 200g min tiger grass	
124	bar	Detergent Bar Soap	
125	pack	Detergent powder	
126	bottle	Dishwashing Liquid 500ml	
127	pc	Doormat, Cotton	
128	set	Floor mop with Mop wringler, Tornado 360'	
129	roll	Garbage Bag, Large 10pcs/roll	
130	gallon	Isoprophyl Alcohol 500ml	
131	liter	Muriatic Acid 1000ml	
132	pc	Pail with Metal Handle, 24 liters	
133	pc	Plastic Dust Pan (Medium Size)	
134	kilo	Rags, (all cotton)	
135	liter	Termites/Chemical Poisoning (Hometrex)	
136	pack	Tissue 2-ply (12 rolls/pack)	
137	bottle	Toilet Bowl and Urinal Cleaner, 900-1000ml cap	
138	pcs	Toilet Bowl Brush	
139	pcs	Toilet Deodorizer 50g	
College of Business and Accountancy			
140	gallon	Alcohol 70% solution 1gallon	
141	bundle	Bathroom Tissue 3ply (12pcs/bundle)	
142	bottle	Multi Insect Killer 600ml- Odorless	
143	gallon	Bleach (disinfectant) 1 gallon	
144	kgs	Detergent soap, Powder 1kg	
145	pc	Disinfectant Foot Tray	
146	pc	Disinfectant Mat	
147	box	Disposable Protective Mask (Face Mask)	
148	bottle	Dishwashing Liquid 1000ml	
149	roll	Garbage Bag, XL10pcs/roll	
150	meter	Gardening hose	
151	pc	Hand Soap 135g	

152	bottle	Hand Soap Liquid 500ml	
153	bottle	Disinfectant Spray 500ml	
154	pc	Scrub Sponge 75mm x 75mm x 30mm Heavy Duty	
155	bottle	Toilet Bowl and Urinal Cleaner, 900-1000ml cap	
REDi (R&D/IP-TBM)			
156	bottle	Alcohol, Isopropyl, w/spray, 300ml, total defense, 5-in-1 protection total defense	
157	pack	Tissue 2-ply (12 rolls/pack)	
158	pc	Mini Trash can/ plastic desktop debris waste can, non-covered, durable, practical, and environmentally-friendly, color: black, size: 22cm x 20 x 20cm	
159	pc	Box container storage with cover, made of plastic, color black, 120 liter, 72cm x 52cm x 42cm	
Science Laboratory			
160	pc	Antibacterial Hand Soap, Regular Size	
161	bottle	Antibacterial Hand Soap, Liquid, 500ml	
162	pc	Broom Soft (Tambo) weight, 200g min tiger grass	
163	can	Disinfectant Spray 340grams net content	
164	bottle	Liquid bleach, 1 L, original	
165	can	Mosquito killer, water-based, 600 ml	
166	pc	Glass Cleaning Towel, microfiber cloth, 40x40cm	
Planning and Development			
167	pc	CLI-36 Color Ink cartridge	
168	pc	PGI-35 Black Ink cartridge	
169	set	Kyocera-TK7120 Toner with waste bottle	
170	pc	Water Dispenser (Hot & Cold)	
171	pc	Heavy Duty Dual handle Binder Machine	
172	pc	Heavy Duty wood type paper cutter	

CHECKLIST OF ELIGIBILITY REQUIREMENTS	
	1. PhilGEPS Certificate of Registration (Platinum Membership)
	2. Registration Certificate issued by: <ul style="list-style-type: none"> • DTI (sole proprietorship); or • SEC (partnership/corporation); or • CDA (cooperatives).
	3. Mayor's/Business Permit <i>Note: In case the permit is recently expired, please submit the same and attach the official receipt for the renewal application thereof.</i>
	4. Tax Clearance
	5. Bid Security
	6. Original of duly signed and accomplished financial Bid Form
	7. Original of duly signed and accomplished Price Schedule(s).



ROMBLON STATE UNIVERSITY