



ROMBLON STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505
Telephone: (042) 567-5952
Email: bac@rsu.edu.ph
Website: rsu.edu.ph



Management System
ISO 9001:2015



www.tuv.com
ID 5000018803

RSU Vision

A research-based academic institution committed to excellence and service in nurturing globally competitive workforce towards sustainable development.

RSU Mission

Romblon State University shall nurture an academic environment that provides advanced education, higher technological and professional instruction and technical expertise in agriculture and fisheries, forestry, engineering and technology, education, humanities, sciences and other relevant fields of study and collaborate with other institutions and communities through responsive, relevant and research-based extension services.

RSU Quality Policy

Romblon State University commits to provide higher education through quality instruction, research, production, and communitybased extension services that meet or exceed the requirements and expectations of the university's stakeholders. It will comply with international standards, applicable statutory and regulatory requirements, and continually improve the Quality Management System's effectiveness through periodic monitoring and evaluation toward sustained remarkable outcomes.

RSU Core Values

Stewardship
Competence
Resilience
Integrity
Balance
Excellence
Service

These Core Values serve as our guiding principle in our efforts to make ROMBLON STATE UNIVERSITY a recognized HEI in the region and beyond.

TECHNICAL SPECIFICATIONS

Solicitation No. RSU-2023-01-002-EPA

ABC: Php3,086,948.00

QTY: 24,531

EARLY PROCUREMENT OF OFFICE, ICT, AND JANITORIAL SUPPLIES FOR ROMBLON STATE UNIVERSITY

UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
box	Ballpen, Black 12pc/box,0.5mm ballpoint	86	
box	Ballpen, Blue 12pc/box, 0.5mm ballpoint	72	
box	Ballpen, Red 12pc/box, 0.5mm ballpoint	42	
tube	Ballpen,0.5mm ballpoint (Blue) (50 pieces/tube)	6	
tube	Ballpen,0.5mm ballpoint (red) (50 pieces/tube)	5	
tube	Ballpen,0.5mm ballpoint, (Black) (50 pieces/tube)	16	
pc	Battery, size AA, dry cell	180	
pc	Battery, size AAA, dry cell	280	
pc	Calculator, 14 digits	8	
pc	Calculator, Compact 12 digits Two-way power	20	
box	Carbon Paper, Permafilm Long	1	
pack	Cartolina, 100pc, Light Blue	2	
pack	Cartolina, 100pc, Light Green	2	
pack	Cartolina, 100pc, Light Orange	2	
pack	Cartolina, 100pc, Sky Blue	2	
pack	Cartolina, 100pc, White	4	
pack	Cartolina, 100pc, Yellow Gold	2	
pack	Cartolina, Assorted (100pc/pack)	2	
pc	Catalog Envelope 9*6 inches	21	
pc	CD recordable	30	
pc	CD rewritable	30	
roll	Celluloid Plastic Cover, 50 meters/roll, G4	2	
pc	Certificate holder, legal size, Green & Black	246	



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pc	Certificate holder, letter size, Green and Black	364	
pc	Certificate holder, A4 size, Green and Black	10	
box	Chalk, dustless 100pc/box	12	
pc	Class Record 30lvs 5 1/2" x 11"	118	
pc	Clearbooks, Organizer, 20 Transparent Pockets, Legal size	200	
box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	115	
box	Clip, Binder, backfold, 2", 12pcs/box	174	
box	Clip, Binder, backfold 1", 12 pcs/box	61	
box	Clip, Binder, backfold 1/2" 12 pcs/box	20	
box	Clip, Binder, backfold 1-5/8" 12 pcs/box	82	
box	Clip, Binder, backfold 3/4" 12 pcs/box	27	
ream	Neon Colored Paper, Legal size	17	
ream	Neon Colored Paper, Letter size	16	
pc	Cork Board, Wooden Frame (120cm x 80cm)	2	
box	Correction tape (5mm x12m) (24pc/box)	43	
pc	Cutter 6" Heavy Duty for paper w/ lock	45	
pc	Data File Box, made of chip board w/ closed ends 5"x9"x 15 3/4	340	
pc	Dating and Stamping Machine (Self-ink date) approved and received	5	
pc	Document Envelope, Long	600	
pc	Document Envelope, short	300	
pc	Documentary Tray, 2 layers Legal Size, Aluminum	5	
pc	Documentary Tray, 3 Layer, Legal size	25	
pc	Documentary Tray, 3 Layer, Letter size	3	
pc	DVD, rewritable w/ case	20	
box	Envelope Mailing, Letter 80gsm 500pc/box	3	
box	Envelope Mailing, Long 80gsm 500pc/box	7	
pc	Envelope, Brown Legal size	8256	
pc	Envelope, Brown Letter size	4636	



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pc	Eraser, felt for Blackboard or Whiteboard	186	
pc	Expanded Envelope. Legal, with Garter	802	
pc	Expanded Envelope, Letter, with Garter	30	
pc	File Arch w/ lever arm 2-ring, D-Type (2.5", Legal size, Black)	100	
pc	File Arch w/ lever arm 3-ring, D-type (2.5") Legal size	10	
pc	File Binder 3", Legal ,Horizontal with Top Mechanism	95	
pc	File Box, made of chipboard single leaf	64	
pc	File Folder Document Storage Folder Documents Holder Lever Arch, Long (8.5x13) Box Metal Ring	12	
dozen	Filler, G tech C4, Pilot, Black	4	
box	Folder Tag Board, White for Legal Size Documents, 5packs/box	1	
box	Folder Tag Board, White for Letter Size Documents, 5 packs/box	1	
pc	Folder, Letter Brown	100	
pc	Folder, Long Brown	100	
pack	Folder, white 14 pts. 9" x 11.5", Letter, 100pcs/pack	25	
pack	Folder, white 14 pts. 9" x 14.5", Legal, 100pcs/pack	54	
pc	Glue Gun, Full sized	17	
pc	Glue Multi Purpose 473ml, White	59	
pc	Glue, Multi Purpose 130g, White	170	
pc	Illustration Board, Double Face 30"x 40"	10	
box	Index Tab, Self Adhesive Clear, Letter Tab, 5set/box	10	
btl	Ink White board marker, 30ml, black	6	
btl	Ink White board marker, 30ml, blue	2	
btl	Ink Permanent marker, 30ml, black	2	
btl	Ink, Stamp pad, Black, 50ml	1	
btl	Ink, Stamp pad, Blue, 50ml	3	
btl	Ink, Stamp pad, Red, 50ml	1	



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pack	Laminating film (long, 222mm x 337mm) 250mic	10	
pack	Laminating film, A4 125 microns (100 pcs/pack)	2	
pack	Laminating film, Legal size	1	
pack	Laminating film, Letter size	1	
roll	Laminating film, (6inchesx100m) 125mic	1	
pc	Magazine File Holder A4 Black (single)	20	
pc	Manila Paper	200	
btl	Marker Liquid Ink, Black	24	
btl	Marker Liquid Ink, Blue	12	
btl	Marker Liquid Ink, Red	12	
box	Marker, Permanent ,Felt Tip, Bullet Type (Black)	15	
box	Marker, Permanent ,Felt Tip, Bullet Type (Blue)	5	
box	Marker, Permanent ,Felt Tip, Bullet Type (Red)	5	
pc	Marker, Permanent ,Refillable (Black) Fine	34	
box	Marker, Permanent, Refillable, Broad (Black)	21	
box	Marker, Permanent, Refillable, Broad (Blue)	9	
box	Marker, Permanent, Refillable, Broad (Red)	1	
pc	Marker, White Board ,Felt Tip, Bullet Type (Black)	29	
pc	Marker, White Board ,Felt Tip, Bullet Type (Blue)	5	
pc	Marker, White Board ,Felt Tip, Bullet Type (Red)	5	
box	Marker, White Board Refillable Broad (Black)	30	
box	Marker, White Board Refillable Broad (Blue)	1	
box	Marker, White Board Refillable Broad (Red)	2	
pc	Marker, White Board Refillable Round tip (Black)	47	
pc	Marker, White Board Refillable Round tip (Blue)	10	
pc	Office Paper Cutter Wood, Legal/A4 size	3	
box	Paper Clip, Big 50mm, Vinyl Coated	209	
box	Paper Clip, Small 28mm Vinyl Coated	132	
box	Paper Fastener, Plastic Coated 50 sets/ box	202	
box	Paper Highlighter/Marker, Assorted	23	



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box	Paper Highlighter/Marker, Green (12pc)	2	
box	Paper Highlighter/Marker, Pink (12pc)	1	
box	Paper Highlighter/Marker, Violet(12pc)	1	
box	Paper Highlighter/Marker, Yellow	8	
pack	Paper Sticker, A4, Matte 10sheets/pack	62	
ream	Paper, Bond A3 Size, 70gsm, Ultra White	3	
ream	Paper, Bond A4 Size 210mm x 297mm, 70gsm, Ultra White	238	
box	Paper, Bond, A4 size, 80gsm, 5 reams/box	8	
box	Paper, Bond, Legal size, 80gsm, 5 reams/box	20	
box	Paper, Bond, Letter size, 80gsm, 5 reams/box	20	
box	Paper, Bond, 8.5 x 11, Letter Size, subs 20 Ultra White, 5 reams/box	25	
box	Paper, Bond, 8.5 x 13, Legal Size, subs 20 Ultra White, 5 reams/box	275	
ream	Paper, Book 8 1/2 x 11, s-20, 70 gsm	20	
ream	Paper, Book 8 1/2 x 13, s-20, 70 gsm	20	
btl	Paste with Spreader	5	
box	Pencil #2 with eraser 12pcs/box	82	
pc	Personalized Rubber Stamp	5	
pack	Photo Paper Glossy, Double Sided A4, 300gsm (50sheet/pack)	3	
pack	Photo Paper High Glossy, Double Sided A4, 120gsm (50sheet/pack)	3	
pack	Photo Sticker Paper Glossy A4 (20pc/pack)	5	
pack	Photopaper, Glossy A4 size220 gsm (10pcs/pack)	26	
pack	Photopaper, High Glossy A4 135gsm (100 sheets/pack)	2	
pack	Photopaper, RC Woven,Satin, 260gsm A4 Size(20 sheets/pack)	115	
pack	PVC Binding Film, (Acetate/PVC) Legal Size	23	
pack	PVC Binding Film, (Acetate/PVC) Letter Size	11	
pack	PVC Binding Film, (Acetate/PVC) A4 Size	12	



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pc	Puncher Heavy Duty	7	
box	Pushpin Flat head, 100pcs/box	18	
pc	Record Book (150lys)	6	
pc	Record Book 300 pages, size 214mm x 278mm	43	
pc	Record Book 500 pages	16	
pair	Scissor 6", Large Size	34	
roll	Scotch Tape, White (2")	20	
pc	Sharpener, Single Cutterhead, Heavy Duty	13	
box	Sign pen – Hi-Techpoint V5 – MyGel (Black), 12pcs/box	6	
box	Sign pen – Hi-Techpoint V5 – MyGel (Blue), 12pcs/box	17	
box	Sign Pen, High Tech V5, Black, 12 pcs/box	31	
box	Sign Pen, High Tech V5, Blue, 12 pcs/box	32	
box	Sign Pen, High Tech V5, Green, 12pcs/box	2	
box	Sign Pen, High Tech V5, Red, 12pcs/box	2	
pack	Specialty Board GSM 180, White (Long), 10sheets/pack	36	
pack	Specialty Board Paper, A4 size (10sheets), 220gsm	120	
pack	Specialty Board Paper, Legal size (10sheets) 220gsm	230	
pack	Specialty Board Paper, Legal size (10sheets), Green	5	
pack	Specialty Board Paper, Letter size (10sheets), 220gsm	165	
pack	Specialty Board Paper, Letter size (10sheets), Green	10	
pack	Specialty Paper White 200 gsm (8.5" x 13")	100	
pc	Spiral, Plastic (Ring Binder) 1 1/2"	15	
pc	Spiral, Plastic (Ring Binder) 1"	63	
pc	Spiral, Plastic (Ring Binder) 1/2"	68	
pc	Spiral, Plastic (Ring Binder) 1/4"	63	
pc	Spiral, Plastic (Ring Binder) 2"	60	



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pc	Spiral, Plastic (Ring Binder) 1/8"	10	
pc	Stamp Pad	13	
btl	Stamp Pad Ink, Blue 30ml	18	
btl	Stamp Pad Ink, Purple/Violet 30ml	10	
btl	Stamp Pad Ink, Purple/Violet 50ml	7	
pc	Stapler w/ staple wire remover	39	
box	Staple wire #35 5,000pcs	70	
pad	Sticky Note Pad-1 1/2" x 2" (assorted colors)	99	
pad	Sticky Note Pad-3" x3" (assorted colors)	126	
pc	Storage Document Office Box 9.5 inch x 10 inch x 15 inch HXWKL (black)	10	
pc	Tape Dispenser, Heavy Duty for 1" Tape	4	
pc	Tape Dispenser, Heavy Duty for 2" Tape	6	
roll	Tape, Double sided 24mm (1")	155	
roll	Tape, Double sided 24mm, w/ foam big	13	
roll	Tape, Double sided 48mm (2")	94	
roll	Tape, Packaging 24mm(1"), width, usable length 50m	1	
roll	Tape, Packaging 48mm(2"), width, usable length 50m	36	
roll	Tape, Masking 24mm(1") width, usable length 50m	31	
roll	Tape, Masking 48mm(2") width, usable length 50m	36	
roll	Tape, Transparent 24mm(1") width, usable length 50m	76	
roll	Tape, Transparent 48mm(2") width, usable length 50m	80	
box	Thumbtacks No. 153, 20g	23	
pc	White board 35*60cm	5	
pc	White Board with aluminum frame, erase holder and hook holder, 4'x8'	2	
pc	White Glue 240 ml	2	
pc	Arch File , Legal Size (Black) , 2 covers: Arlin (semi-rough texture) and Buffalo Skin (smooth)	50	



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pc	Magazine File Holder Desk Organizer (single) for Lever Arch File Storage Rack, color black and blue,with pocket label and finger ring, legal size	35	
pc	Magazine File Holder Desk Organizer (double) for Lever Arch File Storage Rack, color black and blue, with pocket label and finger ring, legal size	25	
pc	Professional Journals	10	
pc	Instant Glue, 3gms	10	
ream	Neon Colored Paper, Legal size (3Y,30,3Green,3 Pink)	12	
pc	Certificate Holder with Wood Frame, A4 Size	10	
pc	Acrylic Suggestion Box 8x5x8 inches, 3mm thickness	1	
pack	Sticker, Vinyl, Gloss, 3.5ftx164ft, 200gsm	10	
pack	Sticker, Vinyl, Matte, 3.5ftx164ft, 200gsm	10	
pack	Sticker, Vinyl, Clear, 4.5ftx164ft, 200gsm	5	
pack	Sticker, Satin Paper, 42inchesx600m, 200gsm	1	
pc	Bulb, LED, 10 watts	50	
pc	Bulb, LED, 13 watts	6	
btl	Ink for Printer (Black) HP Smart Tank 515	6	
btl	Ink for Printer(Cyan) HP Smart Tank 515	6	
btl	Ink for Printer(Magenta) HP Smart Tank 515	6	
btl	Ink for Printer(Yellow) HP Smart Tank 515	6	
btl	Ink for Printer (Black) Epson L5190	5	
btl	Ink for Printer(Cyan) Epson L5190	5	
btl	Ink for Printer(Magenta) Epson L5190	5	
btl	Ink for Printer(Yellow) Epson L5190	5	
btl	Ink for Printer (Black),Liters	15	
pc	SSD 480GB 25" SATA GP-GSTFS 3148GND	4	
btl	Ink for Printer (Black) Universal, 1Liter, Refill	26	
btl	Ink for Printer (Yellow) Universal, 1Liter, Refill	16	
btl	Ink for Printer (Magenta) Universal, 1Liter, Refill	16	
btl	Ink for Printer (Cyan) Universal, 1Liter, Refill	16	



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btl	Ink for Printer Epson, Genuine (Black),70ml/bottle	24	
btl	Ink for Printer Epson, Genuine (Cyan),70ml/bottle	24	
btl	Ink for Printer Epson, Genuine (Magenta),70ml/bottle	24	
btl	Ink for Printer Epson, Genuine (Yellow),70ml/bottle	24	
btl	Ink for Epson (L3110) Printer, Black 65ml	10	
btl	Ink for Epson (L3110) Printer, Cyan 65ml	3	
btl	Ink for Epson (L3110) Printer, Magenta 65ml	3	
btl	Ink for Epson (L3110) Printer, Yellow 65ml	3	
btl	Computer Ink, Brother, BT5000 Cyan	15	
btl	Computer Ink, Brother, BT5000 Magenta	15	
btl	Computer Ink, Brother, BT5000 Yellow	15	
btl	Computer Ink, Brother, BT660 Black	15	
btl	Computer Ink, Canon G2010 Black, 135ml	4	
btl	Computer Ink, Canon G2010 Cyan, 70ml	4	
btl	Computer Ink, Canon G2010 Magenta, 70ml	4	
btl	Computer Ink, Canon G2010 Yellow, 70ml	4	
btl	Computer Ink, Epson No. 003, Black, 70ml	45	
btl	Computer Ink, Epson No. 003, Cyan, 70ml	30	
btl	Computer Ink, Epson No. 003, Magenta, 70ml	30	
btl	Computer Ink, Epson No. 003, Yellow, 70ml	30	
btl	Computer Ink, Epson No. T6641, Black, 70ml	40	
btl	Computer Ink, Epson No. T6642, Magenta, 70ml	25	
btl	Computer Ink, Epson No. T6643, Cyan, 70ml	25	
btl	Computer Ink, Epson No. T6644, Yellow, 70ml	25	
btl	Computer Ink, Epson L3150,Black, 70ml	10	
btl	Computer Ink, Epson L3150,Magenta, 70ml	10	
btl	Computer Ink, Epson L3150,Cyan, 70ml	10	
btl	Computer Ink, Epson L3150,Yellow, 70ml	10	
btl	Computer Ink, HP GT51XL, Black	4	



ROMBLON STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505
 Telephone: (042) 567-5952
 Email: bac@rsu.edu.ph
 Website: rsu.edu.ph



Management System
 ISO 9001:2015



www.tuv.com
 ID 5000018803

RSU Vision

A research-based academic institution committed to excellence and service in nurturing globally competitive workforce towards sustainable development.

RSU Mission

Romblon State University shall nurture an academic environment that provides advanced education, higher technological and professional instruction and technical expertise in agriculture and fisheries, forestry, engineering and technology, education, humanities, sciences and other relevant fields of study and collaborate with other institutions and communities through responsive, relevant and research-based extension services.

RSU Quality Policy

Romblon State University commits to provide higher education through quality instruction, research, production, and communitybased extension services that meet or exceed the requirements and expectations of the university's stakeholders. It will comply with international standards, applicable statutory and regulatory requirements, and continually improve the Quality Management System's effectiveness through periodic monitoring and evaluation toward sustained remarkable outcomes.

RSU Core Values

- Stewardship
- Competence
- Resilience
- Integrity
- Balance
- Excellence
- Service

These Core Values serve as our guiding principle in our efforts to make ROMBLON STATE UNIVERSITY a recognized HEI in the region and beyond.

btl	Computer Ink, HP GT52, Cyan	4	
btl	Computer Ink, HP GT52, Magenta	4	
btl	Computer Ink, HP GT52, Yellow	4	
pc	Flash Drive, 64GB	5	
set	Ink for Epson L6170, Genuine (CMYB)	5	
set	Ink for Epson L15150, Genuine,(CMYB)	5	
pc	Mouse, Wireless	3	
btl	Ink for Printer, Epson Genuine(Black) / 1 Liter	2	
btl	Ink for Printer, Epson Genuine(Cyan) / 1 Liter	1	
btl	Ink for Printer, Epson Genuine(Magenta) / 1 Liter	1	
btl	Ink for Printer, Epson Genuine(Yellow) / 1 Liter	1	
pc	Ink, Latex,831b,775ml, Magenta	4	
pc	Ink, Latex,831b,775ml, Light Magenta	4	
pc	Ink, Latex,831b,775ml, Light Cyan	4	
pc	Ink, Latex,831b,775ml, Cyan	4	
pc	Optimizer, 831b,775ml	4	
pc	Ink, Latex,831b,775ml, Yellow	4	
pc	Ink, Latex,831b,775ml, Black	4	
set	Printhead,Latex, Cyan/Black, CZ677A	2	
set	Printhead,Latex, Yellow/Magenta, CZ678A	2	
set	Printhead,Latex, Magenta/Light Cyan, CZ679A	2	
set	Printhead,Latex, Optimizer, CZ680A	4	
can	Air freshener 200ml	31	
pc	Antibacterial Hand soap, Regular size	104	
bar	Detergent Bar Soap	25	
dozen	Detergent Powder, 110g	5	
btl	Dishwashing liquid 500ml	35	
can	Disinfectant Spray 510grams net content	41	
pc	Doormat, cotton, Black/Gray color	24	
btl	Hand Soap liquid 500ml	26	



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pack	Tissue 3 ply ,12rolls/pack, 100% Virgin Pulp	131	
pc	Toilet deodorizer 50g	63	
pack	Detergent Soap Powder 1kg	27	
btl	Toilet Bowl and Urinal Cleaner 1000ml	60	
btl	70% Isoprophyl Alcohol 500 ml	32	
gal	70% Isoprophyl Alcohol	23	
pc	Floor mop w/ mop wringler, tornado 360	6	
pc	Toilet bowl brush	13	
can	Multi-Insect Killer, 500ml	18	
roll	Garbage Bag,. 10pcs/roll, Large Size	79	
roll	Garbage Bag,. 10pcs/roll, X-Large Size	8	
kilo	Rags, All Cotton	16	
can	Air freshener, Sray, 320ml	10	
pc	Air Freshener, Scented Gel, 180g	10	
pc	Antibacterial Bar soap, Regular size	5	
gal	Bleach (disinfectant) 1 gallon	18	
btl	Dishwashing liquid 1000ml	25	
box	Tissue Paper (box)	12	
btl	Muriatic Acid 1 liter	6	
pc	Scrub Sponge 75mmx75mmx30mm Heavy Duty	20	
pc	Premium Utility Pail	6	
pc	Pail Big (300 Liters)	2	
pc	Plastic Dustpan (Medium Size)	2	
pc	Trash Bin with Pedal 7L	2	
pc	Dipper (Big)	2	
pc	Alcohol Non-Contact Dispenser	2	
pc	Alcohol Isopropyl w/ spray, 300ml, total defense 5-in-1	8	
pc	Multi-purpose cleaner	10	
pc	Detergent Powder 4000g/bag	10	



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pc	Glass Cleaning Solution	2	
pc	Hand Sanitizer, w/ moisturizer, 500ml	30	
pc	Rotatable Scraper/Mop Broom for Glass windows	4	
pc	Mop w/ Bucket Cutting Squeeze for Wash Floor	2	
TOTAL		24,531	

Name and signature of the

Bidder/Authorized Representative

Name of the company