



**REQUEST FOR QUOTATION/BID FORM**

Date: April 11, 2025  
 PR No.: 2025-02-013 et.al.  
 Fund: 101  
 End-User: Various end-users

Project Name: PROCUREMENT OF JANITORIAL SUPPLIES FOR VARIOUS OFFICES  
IN CATSU  
 ABC: Five Hundred Seventy Five Thousand Seven Hundred Fifty Pesos (575,750.00)  
 Mode of Procurement: NP-Small Value Procurement (Section 53.9 of the 2016 RIRR of RA 9184)  
 Mode of Evaluation: By Lot  
 Delivery Period: Fifteen (15) calendar days upon receipt of Purchase Order

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions and submit your quotation duly signed by your representative not later than **APRIL 15, 2025** sealed in an envelope.

  
**ROMMEL S. TORRES**  
 BAC Vice-Chairperson

- Note:**
- Bidder shall provide correct and accurate information required in this form. All entries must be typewritten or legibly written.
  - Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
  - Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
  - Bidder may submit, if available, original brochure showing certifications of the product being offered.
  - Quotations through email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order.
  - Documentary requirements shall be attached upon submission of the quotation:
    - Mayor's/Business Permit
    - PhilGEPS Registration Certificate
    - Income/Business Tax Returns (for ABC's above P500K)
    - Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award

Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
1	Air Freshener, aerosol, 320 ml, LEMON	19	can				
2	Air Freshener, gel type, big (lemon scent)	41	can				
3	Air Freshener, gel type, lavender	2	can				
4	Air Freshener Spray, 320ml (275g), LEMON	5	piece				
5	Alcohol (70% isopropyl) 500 ml scented with moisturizer	77	bottle				
6	Alcohol (70% isopropyl) 1 gallon scented with moisturizer	37	bottle				
7	Alcohol dispenser: Plastic, 300ml bottle spray	2	bottle				
8	Antibacterial glass/mirror cleaner, 500ml	8	piece				
9	Anti bacterial Hand soap 750ml (use in printer repair)	3	piece				
10	Antibacterial Multipurpose Cleaner, scented (Lavender, Fruity)	2	liter				
11	Basin (big), plastic, blue	1	piece				
12	Basin (small), plastic, blue	1	piece				
13	Bath soap, germicidal, 130g	77	piece				
14	Bath soap, germicidal, 130g, LEMON	5	piece				
15	Bathroom tissue, 3 ply, 10 rolls per pack	121	pack				
16	Bleach, anti-bacterial protection, original scent, 1000 ml	25	bottle				



Republic of the Philippines  
CATANDUANES STATE UNIVERSITY  
BIDS AND AWARDS COMMITTEE  
Virac, Catanduanes

17	Bleach, multi-purpose, antibacterial protection, original scent, 1000ml	81	bottle			
18	Broom soft (Tambo) derecho, standard size	60	piece			
19	Broom stick (Walis tingting)	72	piece			
20	Broom soft (walis tambo) derecho, standard size	29	piece			
21	Chlorine granules, 70%, 40kg/drum	2	drum			
22	Deodorant cake, 50g, with cover jasmine, apple, lemon	30	piece			
23	Deodorant cake, 50g, with cover lemon scent	71	piece			
24	Detergent bar, laundry soap, min. 400 gms	58	bar			
25	Detergent cleanser powder, 1kg	166	kg			
26	Detergent liquid soap, 1kg lemon scent	20	bottle			
27	Dipper (tabo), blue	3	piece			
28	Dishwashing foam	2	piece			
29	Dishwashing foam/scrub	73	piece			
30	Dishwashing liquid (1 liter) lemon scent	160	bottle			
31	Disinfectant spray, hospital grade, surface disinfectant, aerosol, 340g	19	can			
32	Doormat, all cotton, 24" x 35"	64	piece			
33	Doormat floor mat anti-slip high quality mat, 40 x 60	38	piece			
34	Dust bin with swing cover, medium size	2	piece			
35	Dust pan, non-rigid plastic, large	42	piece			
36	Entrance Outdoor Rub-Resistant Rubber Nonslip Rug	6	piece			
37	Fabric Conditioner with Perfume (1.2L refill pack), Mystique	1	pack			
38	Facemask, surgical, 3 ply, earloop (FDA registered)	6	box			
39	Floorbrush with retractable handle 10" plastic	10	piece			
40	Floorwax, liquid type, for all types of floor, emulsion type WHITE	6	gallon			
41	Glass and multi-surface cleanser, 250 ml with spray	32	bottle			
42	Glass Wiper	6	piece			
43	Gloves, cotton with rubber (for construction), large	305	pair			
44	Gloves, rubber, Large (for janitorial)	82	pair			
45	Gloves, rubber, Medium (for janitorial)	28	pair			
46	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml	96	bottle			
47	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml apple	12	bottle			
48	Handwash soap, liquid, disinfects and moisturize with nozzle, 750 ml LAVENDER & LEMON	5	bottle			
49	Insect Killer, Spray, 600 ml	2	bottle			
50	Liquid sosa, 1 liter	44	bottle			
51	Mop and spin dry bucket set with microfiber mop head	4	piece			
52	Mop bucket, heavy duty, hard plastic	1	unit			
53	Mop handle, screw type, heavy duty, wooden handle	8	piece			
54	Mop head, 100% rayon, 400 gms	38	piece			
55	Mop, magic spin mop with bucket 360°, Rotating floor cleaning	1	piece			
56	Multi-insect killer, 500ml solvent based, aerosol	43	can			
57	Multi-purpose cleanser, liquid classic, antimicrobial for toilet and floors	104	piece			



58	Muriatic Acid, household use, hydrochloric acid-15%	35	gallon			
59	Napthalene Balls 500gms/pack	1	pack			
60	Pail big, blue	13	piece			
61	Pail big, 16 liters capacity with cover	1	piece			
62	Powder detergent 500g	85	pack			
63	Rags, all cotton, 7" diameter	74	kg			
64	Rubber boots, size 9	1	pair			
65	Scouring pad, economy size, 140mmx220mm, color green, 5 pcs/pack	18	pack			
66	Serving spoon, stainless steel, large	2	piece			
67	Spin mop with spinner and bucket magic tornado mop 360	12	unit			
68	Spinning Mop, heavy duty	1	set			
69	Toilet brush, heavy duty, with holder	37	piece			
70	Toilet Bowl & Urinal Cleaner, Bacterial, 100ml per bottle	49	bottle			
71	Toilet deodorant cake, big	28	piece			
72	Toilet deodorant cake, 50g with cover, lemon scent	45	piece			
73	Toilet pump with holder	15	piece			
74	Tornado mop	1	piece			
75	Trash bag, plastic, black, 10 pcs/roll, heavy duty Extra Small	10	roll			
76	Trash bag, plastic, black, 10 pcs/roll, heavy duty Large	388	roll			
77	Trash bag, plastic, black, 10 pcs/roll, heavy duty Medium	208	roll			
78	Trash bag, plastic, black, 10 pcs/roll, heavy duty XL	25	roll			
79	Trash bag, plastic, black, 10 pcs/roll, heavy duty XXL	46	roll			
80	Trash bin, any color, 100L with lid and wheels	7	piece			
81	Wall Clock, round, 12 inches, Black and White	2	unit			
<b>TOTAL BID PRICE</b>						

After having carefully read and accepted your General Conditions, I/We submit our quotation/s for the item/s above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Mobile No. / E-mail Address

**TERMS AND CONDITIONS**

1. Quotations exceeding the Approved Budget for the Contract shall be rejected.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
3. The item/s shall be delivered according to the accepted offer of the bidder.
4. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
5. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CatSU may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
6. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.