



REQUEST FOR QUOTATION/BID FORM

Date: 22-Apr-25
PR No.: P2025-03-020
Fund: 101
End-User: Ms. Zelda F. Reyes

Project Name: **PROCUREMENT OF OFFICE SUPPLIES FOR CATSU PANGANIBAN CAMPUS**
ABC: **One Hundred Sixty Five Thousand Three Hundred Eighty One Pesos & 50/100 (Php165,381.50)**
Mode of Procurement: **SHOPPING (Section 52.1(b) of the 2016 RIRR of RA 9184)**
Mode of Evaluation: **Lot Evaluation**
Delivery Period: **Fifteen (15) calendar days upon receipt of PO**

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below and submit your quotation duly signed by your representative not later than **April 29, 2025** sealed in an envelope.

GEMMA G. ACEDO, Ph.D.
BAC 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	Acetate Cover, gauge 6	2	roll				
2	Arc File Folder, 3 hole LD300, 2"Long, Green	17	piece				
3	Arc File Folder, 3 hole LD300, 3"Long, Blue	40	piece				
4	Arc File Folder, 3 hole LD300, 3"Long, Green	25	piece				
5	Ballpen, Ordinary, Black	146	piece				
6	Ballpen, Ordinary, Blue	114	piece				
7	Ballpen, Ordinary, Red	10	piece				
8	Ballpen, sign pen Black	59	piece				
9	Ballpen, sign pen Blue	88	piece				
10	Ballpen, sign pen Red	32	piece				
11	Ballpen, sign pen refill Black	64	piece				
12	Ballpen, sign pen refill Blue	54	piece				
13	Ballpen, sign pen refill Red	12	piece				
14	ballpen Roller ballpen, ultra fine, 0.4 Black	42	piece				
15	ballpen Roller ballpen, ultra fine, 0.4 Blue	42	piece				
16	Binder clip, Blackfold 3/4" (19mm)(12's/box)	29	box				
17	Binder clip, Blackfold 1" (25mm)(12's/box)	20	box				
18	Binder clip, Blackfold 1 1/4" (32mm)(12's/box)	10	box				
19	Binder clip, Blackfold 2" (51mm)(12's/box)	22	box				
20	Binder clip, Blackfold 1 5/8" (51mm)(12's/box)	2	box				



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21	Binder Clip 3" round Head	10	piece				
22	Callculator, 12 digits, 2 way-power	5	piece				
23	Calculator, scientific	2	piece				
24	Colored Paper, Long, Assorted	2	pack				
25	Colored Paper, Short, Assorted	3	pack				
26	Cork Board, Bullentin board 40x60cm	3	piece				
27	Correction Tape 5mmx10	47	piece				
28	Cutter blade for Heavy duty Cutter (L500), 10pcs/pack	2	pack				
29	Cutter, heavy duty, plastic molded body, for office use	12	piece				
30	Data file box - big size: Legal , Blue	32	piece				
31	Dater Stamp, 5mm, 12 years (2025-2037)	5	piece				
32	Desktop document Tray Organizer, 3Tier, Heravy Duty	8	piece				
33	Envelope, Brown, 200 lbs, Letter	130	piece				
34	Envelope, Brown, 200 lbs, A4	80	piece				
35	Envelope, Brown, 200 lbs, Legal	260	piece				
36	Envelope, EXPANDING, with garter, hard plastic, legal, brown	42	piece				
37	Envelope EXPANDING, with garter, legal, BROWN	35	piece				
38	Eraser, rubber, rectangular	10	piece				
39	File tab divider, legal	2	set				
40	Folder, white, pre-punched, 14 points, A4	110	piece				
41	Folder, white, pre-punched, 14 points, Legal	325	piece				
42	Glue Gun, hot melt glue, 40w, AC-100-240V, 50-60Hz, small	2	piece				
43	Glue, multi purpose, non toxic, fast dry for non-porous materials, 130g	12	piece				
44	Glue stick, small	12	piece				
45	Glue stick, big	10	piece				
46	Highlighter, NEON GREEN	16	piece				
47	Highlighter, ORANGE	5	piece				
48	Highlighter, NEON PINK	4	piece				
49	Highlighter, YELLOW	21	piece				
50	Heavy duty tackerstaple gun	2	piece				
51	Index tab (transparent)	2	pack				
52	Marking pen, water resistant, permanent marker, BLACK, broad	29	piece				
53	Marking pen, water resistant, permanent marker, BLACK, fine	11	piece				
54	Marking pen, refill ink, permanent marker, black	5	piece				
55	Multi-purpose office stationary pen holder	2	piece				
56	Paper clip vinyl coated, small (33mm)	34	box				
57	Paper clip vinyl coated, jumbo (50mm)	24	box				
58	Paper, Vinyl Inkjet, waterproof, A4, glossy, 20 sheets/pack	24	pack				
59	Paper, photo A4, Dual sided (220 GSM) 20 sheets/pack, glossy	8	pack				
60	Paper, sticker, white, long inkjet friendly, 10 sheets/pack glossy	13	pack				
61	Paper, sticker, white, A4 inkjet friendly, 10 sheets/pack glossy	13	pack				
62	Paper sticker, A4, 80gsm, high gloss	3	pack				



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63	Paper sticker, A4, 80gsm, matte glossy	3	pack				
64	Paper fastener, plastic, colored, 70mm, 2-3/4" 50mm capacity	21	box				
65	Paper fastener, long size, 8 1/2" 7mm	1	box				
66	Paper, Vellum, 220gsm, long, white (for certificate)	5	pack				
67	Paper, Vellum, 220gsm, short, white (for certificate)	5	pack				
68	Pencil Sharpener, HD, single cutterhead, one hole guide	2	piece				
69	Pencil # 1 (fine, exact pt,soft, non-smudge eraser	5	piece				
70	Pencil # 2 (fine, exact pt,soft, non-smudge eraser	65	piece				
71	PhilippineFlag, standard, cotton	12	piece				
72	Puncher with adjustable 3 hole punch, heavy	3	piece				
73	Puncher with adjustable 3 hole punch, 7mm (9/32") hole max cap 30 sheets	2	piece				
74	Puncher 2 hole guide	6	piece				
75	Push Pin, 100 pcs for cork board/pin board for wall, assorted colors	3	box				
76	Ruler 12"	10	piece				
77	Ruler 18"	8	piece				
78	Scissors symmetrical, 215 mm for office use	15	piece				
79	Shoe Glue	3	piece				
80	Special paper (10)s 220 gsm, A4 Cream	4	pack				
81	Special paper (10s) 220 gsm, Long Cream	4	pack				
82	Special Paper (10s) (Board), 220 gsm, A4 Light yellow	4	pack				
83	Special Paper (10s) (Board), 220 gsm, A4 Cream	4	pack				
84	Special Paper (10s) (Board), 220 gsm, Long Light yellow	4	pack				
85	Special Paper (10s) (Board), 220 gsm, Long Cream	4	pack				
86	Stamp pad ink, violet, 50ml with applicator	3	bottle				
87	Stample Remover, plier type , metal	10	piece				
88	staple wire no. 35 standard 267/6, 5000 s/box	31	box				
89	Stapler, office use loads 100 pcs no. 35 staple, ergonomic style	19	piece				
90	Stainless steel ruler 12"	1	piece				
91	Star File Storage box	5	piece				
92	Styro Foam 1/2" thickness	5	piece				
93	Notepad stick on 3x2 yellow	5	pad				
94	Notepad stick on 3x2 pink	6	pad				
95	Notepad stick on 3x3 pink	1	pad				
96	Notepad stick on 3x3 yellow	13	pad				
97	Notepad stick on 3x4 yellow	6	pad				
98	Notepad stick on 3x4 pink	1	pad				
99	Notepad stick on 3x4 blue	5	pad				
100	Notepad stick on 3x5 pink	1	pad				
101	Notepad stick on 3x5 yellow	3	pad				
102	Notepad stick on 4x4 yellow	2	pad				
103	Tacker gun staple wire (c Type, 8mm)	2	box				
104	Tape Dispenserm 19mm width, 38mm diameter , 26mm core, high quality	8	piece				
105	Tape,double sided tape, 24mm (1") width, usable length 50m	2	piece				
106	Tape,double sided tape, 24mm (1") width, usable length 10m	24	piece				



107	Double sided tape, 19mmx50mm	10	piece				
108	Tape double sided tape, magic tape transparent no trace reusable, waterproof	10	piece				
109	Tape, Transparent, 24mm (1") width, usable length 50m	16	piece				
110	Tape, masking, 48mm (2") width, usable length 50m	10	piece				
111	Tape, Transparent, 24mm (1") width, usable length 50m	25	piece				
112	Tape, Transparent, 48mm (2") width, usable length 50m	16	piece				
113	Tape, Packing, 24mm (1") width, usable length 50m	10	piece				
114	Tape, Packing, 48mm (2") width, usable length 50m	5	piece				
115	Tape, Packing, 24mm (3") width, usable length 50m	3	piece				
116	Tape, duct tape size 2"	2	roll				
117	Thumbtacks	5	box				
TOTAL BID PRICE							

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.