



REQUEST FOR QUOTATION/BID FORM

Date: June 16, 2025
2025-05-843, 2025-05-846,
PR No.: 2025-05-859, 2025-05-860,
P2025-05-112, P2025-05-113
Fund: 101
End User: Various Users

Project Name: Procurement of Office & ICT Supplies for Various Offices
ABC: One Hundred Seventeen Thousand Six Hundred Ninety Two Pesos & 75/100
(Php117,692.75)
Mode of Procurement: Small Value Procurement (Section 34 of the IRR of RA 12009)
Mode of Evaluation: Lot Evaluation
Delivery Period: Fifteen (15) calendar days upon receipt of P.O.

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 **JUNE 23, 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		
	OFFICE SUPPLIES						
1	Arc file folder, 2 holes, LD300, 2", long, blue	15	piece				
2	Ballpen, ballpoint, oil gel, ordinary, BLUE	145	piece				
3	Ballpen, BLUE	6	piece				
4	Ballpen, RED	6	piece				
5	Certificate Holder, A4, blue	140	piece				
6	Envelope, EXPANDING, with garter, legal, kraft	140	piece				
7	Expandable folder, Legal	12	piece				
8	Folder, white, pre-punched, 14 points, A4	5	piece				
9	Folder, white, pre-punched, 14 points, legal	5	piece				
10	Gel Pen, Blue	7	piece				
11	Gel Pen, Red	7	piece				
12	ID Holder	140	piece				
13	ID Lace	140	piece				
14	Marking pen, water resistant, permanent marker, BLACK	8	piece				
15	Marking pen, water resistant, permanent marker, BLUE	9	ream				
16	Paper, Multi-Copy paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	16	ream				



17	Paper, Multi-Copy paper, subs. 24, 80 gsm, white LEGAL (8.5x 13)	16	ream				
18	Paper, multi-purpose paper, subs. 24, 80 gsm, white A4 (8.27x 11.69)	76	ream				
19	Paper, multi-purpose paper, subs. 24, 80 gsm, white LEGAL (8.5x 13)	30	ream				
20	Pencil #1 (fine, exact point, soft, non-smudge eraser)	50	piece				
21	Pencil #2 (fine, exact point, soft, non-smudge eraser)	8	piece				
22	Photo paper Glossy A4 (210x297mm), White	3	piece				
23	Puncher with adjustable 3-hole punch, 7 mm (9/32")	1	piece				
24	Refillable White board Marker	1	piece				
25	Special Paper (10's), 220 gsm, LONG, White	50	piece				
ICT SUPPLIES							
26	Epson L3210 refill ink black, 65 ml	3	cart				
27	Epson L3210 refill ink cyan, 65 ml	1	cart				
28	Epson L3210 refill ink magenta, 65 ml	1	cart				
29	Epson L3210 refill ink yellow, 65 ml	1	cart				
30	External hard drive, 2TB HDD portable	2	piece				
31	Refill ink 003 cyan black, 65 ml	1	cart				
32	Refill ink 003 cyan cyan, 65 ml	1	cart				
33	Refill ink 003 cyan magenta, 65 ml	1	cart				
34	Refill ink 003 cyan yellow, 65 ml	1	cart				
35	USB flash drive 2TB	1	piece				
36	USB flash drive 32GB	1	piece				
37	USB flash drive 64GB	10	piece				
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.