



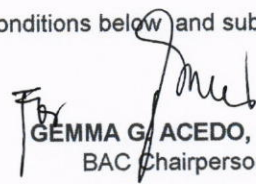
REQUEST FOR QUOTATION/BID FORM

Date: May 29, 2025
PR No.: P2025-05-102,107 &109
Fund: 164
End-User: Ms. Rosalie M. Ocillos/ARES

Project Name: **PROCUREMENT OF OFFICE SUPPLIES FOR ARES CATSU PANGANIBAN CAMPUS**
ABC: **FIFTY THOUSAND FOUR HUNDRED ELEVEN PESOS (Php50,411.00)**
Mode of Procurement: **SHOPPING (Section 52.1(b) of the 2016 RIRR of RA 9184)**
Mode of Evaluation: **Lot Evaluation**
Delivery Period: **Twenty (20) 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 **June 4, 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	unit		
1	Acetate cover, gauge 6	1	roll				
2	Arc File Folder, 3hole, LD300, 2" long, sky blue	7	piece				
3	Arc File Folder, 3hole, LD300, 3" long, sky blue	7	piece				
4	Ballpen, ordinary black	28	piece				
5	Ballpen, ordinary blue	28	piece				
6	Ballpen, ordinary red	28	piece				
7	Ballpen,sign pen ,blue	30	piece				
8	Certificate Holder, A4 blue	3	piece				
9	Certificate Holder, short blue	3	piece				
10	Certificate Holder, Legal, Blue	3	piece				
11	Correction Tape, 5mmx10m	30	pc				
12	Cutter Knife, Heavy Duty, plastic molded body, 18mm blade, non-slip	11	piece				
13	Highlighter Pen, water-based ink, 2 line widths, 2mm & 5mm, assorted color	30	piece				
14	Dry cell size AA (2pcs/packs)	3	pack				
15	Dry cell size AAA (2pcs/packs)	7	pack				



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

16	Cutter Blade, for heavy duty cutter, 0.3x18x100mm, 10pcs/tube	11	tube				
17	Envelope, Expanding, with garter, legal, assorted color	20	pc				
18	Folder, white, pre-punched, 14points, A4	16	pc				
19	Folder, white, pre-punched, 14points, Short	10	pc				
20	Folder, white, pre-punched, 14 points, legal	15	pc				
21	Glue, Multi Purpose, non toxic, fast dry, 130g	10	pc				
22	Marking Pen, for whiteboard, broad tip, black	15	piece				
23	Marking Pen, for whiteboard, felt tip, black	15	piece				
24	Marking Pen Refill Ink for Whiteboard, black, 30ml	30	piece				
25	Paper Clip Vinyl Coated small (33mm)	11	box				
26	paper Clip Vinyl Coated jumbo (50mm)	10	box				
27	Paper Cutter, Heavy duty, for long size bond paper	3	pc				
28	Paper, Multi-Purpose paper, subs. 24,80 gsm, white, A4 (8.27 x11.69)	20	ream				
29	Paper, Multi-Purpose paper, subs. 24,80 gsm, white, Legal (8.5 x13)	35	ream				
30	Paper, Multi-Purpose Paper, subs. 24, 80 gsm, white Letter (8.5x11)	15	ream				
31	Paper, Photo, A4 (220 GSM) 20 sheets/packs, glossy	1	pack				
32	Paper, Felt, sky Blue	8	piece				
33	Paper, Felt Green	9	piece				
34	Paper Tray, 3 layer, Size: 268x336x118mm, Color: Black, Material: HIPS, mesh design, removable structure, 4 connecting metal rods, anti-slip feet for stability	2	set				
35	Pencil #1 (Fine, exact point, soft, non-smudge eraser)	30	pc				
36	PVC Cover 200mic (plastic cover), A4	1	box				
37	PVC Cover 200mic (plastic cover), Long	1	box				
38	Scissors, symmetrical 215mm min. overall length for office use	11	piece				
39	Tape, double sided 1", 50m	11	roll				
40	Tape, masking, 12mm (1/2") width, usable length of 50m	11	roll				
41	Tape Transparent, 24mm (1") width, usable length of 50m	11	roll				
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.