



REQUEST FOR QUOTATION/BID FORM

Date: August 04, 2025
PR No.: 2025-07-960
Fund: 164
End-User: Maria Alma V. Tabirara

Project Name: Procurement of Office Supplies for College of Health Sciences
ABC: One Hundred Ninety Thousand Six Hundred Fifty One Pesos (Php190,651.00)
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 **AUGUST 08, 2025** sealed in an envelope.


ARTHUR I. TABIRARA, Ph.D.
BAC Chairperson

Note:

1. Bidder shall provide correct and accurate information required in this form. All entries must be typewritten or legibly written.
2. 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.
3. Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Bidder may submit, if available, original brochure showing certifications of the product being offered.
5. Quotations through email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order.
6. Documentary requirements shall be attached upon submission of the quotation:
 - a. Mayor's/Business Permit
 - b. PhilGEPS Registration Certificate
 - c. Income/Business Tax Returns (for ABC's above P500K)
 - d. 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	Arc file folder, 3 hole, LD300, 3", LONG, Blue	50	pc				
2	Ballpen, ordinary, BLACK	30	pc				
3	Ballpen, ordinary, BLUE	50	pc				
4	Ballpen, sign pen, BLACK	30	pc				
5	Ballpen, Sign Pen, BLUE	100	pc				
6	Battery, dry cell, size AA (2 pcs/pack)	3	pack				
7	Battery, dry cell, size AAA (2 pcs/pack)	3	pack				
8	Binder Clip, backfold 3/4" (19mm) (12's/bx)	10	box				
9	Binder Clip, backfold 1" (25mm) (12's/bx)	10	box				
10	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	10	box				
11	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	10	box				
12	Binder Clip, backfold 2" (51mm) (12's/bx)	10	box				
13	Calculator, 12 digits, 2 way-power	1	pc				
14	Certificate holder, A4, BLUE	10	pc				
15	Certificate holder, Legal, RED	10	pc				
16	Cork Pin/Push pin 100s	3	box				
17	Correction tape, 55mm x10m	25	pc				
18	Cutter Heavy Duty, Plastic molded body, for office use	2	pc				
19	Data file box, Legal, BLUE	50	pc				
20	Envelope, Brown, 200lbs, A4	50	pc				
21	Envelope, Brown, 200lbs, LEGAL	50	pc				
22	Envelope, EXPANDING, with garter, LEGAL, KRAFT	25	pc				
23	Envelope, EXPANDING, with garter, LEGAL, BLUE	25	pc				

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

24	Envelope, White, Long, (105mm x 241mm)	50	pc				
25	Eraser, blackboard/whiteboard	10	pc				
26	Eraser, for pencil/draft writing, plastic/rubber, Rectangular	10	pc				
27	Frixion erasable rollerball pens, 0.4mm, BLUE	10	pc				
28	Frixion erasable rollerball pens, 0.4mm, BLACK	10	pc				
29	Folder, White, pre-punched, 14 points, A4	35	pc				
30	Folder, White, pre-punched, 14 points, LEGAL	65	pc				
31	Folder, Expandable, pressboard, Legal, BLUE	40	pc				
32	Hot Gun, hot melt glue, 40W, AC-100-240V, 50-60Hz, Big	1	pc				
33	Glue Stick, Big	5	pc				
34	Glue, multi-purpose, non-toxic, fast dry, for non-porous materials, 130g	10	pc				
35	Highlighter, Neon Green	5	pc				
36	Highlighter, Neon Orange	5	pc				
37	Highlighter, Neon Pink	5	pc				
38	Highlighter, Neon Yellow	5	pc				
39	Index tab, self-adhesive, 3 colors/set	15	box				
40	Marking Pen, water resistant, permanent marker, BLACK, Board	10	pc				
41	Marking Pen, water resistant, permanent marker, BLACK, Fine	10	pc				
42	Marking Pen. For Whiteboard, felt tip, BLACK	10	pc				
43	Paper Clip Vinyl Coated, Small (33 mm)	20	box				
44	Paper Clip Vinyl Coated, Jumbo (50 mm)	20	box				
45	Paper fastener, plastic, colored, 70mm (2 3/4") centers, 50mm capacity	10	box				
46	Paper, colored, multi-colored colors, assorted colors, 250 sheets, 80gsm	5	ream				
47	Paper, Multi-purpose Paper, subs. 24, 80gsm, White A4 (8.27 x 11.69)	200	ream				
48	Paper, Multi-purpose Paper, subs. 24, 70gsm, White LEGAL (8.5 x 13)	200	ream				
49	Paper, photo, A4, Dual sided (220 gsm) 20 sheets/pack, Glossy	20	pack				
50	Paper, Sticker, White, A4, inkjet-friendly, 10 sheets/pack, GLOSSY	20	pack				
51	Paper, Sticker, White, LONG, inkjet-friendly, 10 sheets/pack, GLOSSY	10	pack				
52	Pencil #2 (fine, exact point, soft, non-smudge eraser)	50	pc				
53	Puncher heavy Duty with gauge, 2 hole guide	1	pc				
54	Record Book 200 pages w/ printed "Official Record Book"	5	pc				
55	Record Book 300 pages w/ printed "Official Record Book"	5	pc				
56	Record Book 500 pages w/ printed "Official Record Book"	5	pc				
57	Ring Binder (1 1/2" x 44") Plastic, BLACK	30	pc				
58	Ring Binder (1" x 44") Plastic, BLACK	30	pc				
59	Ring Binder (1/2" x 44") Plastic, BLACK	30	pc				
60	Ring Binder (3/4" x 44") Plastic, BLACK	30	pc				
61	Ruler Plastic 12"	5	pc				
62	Ruler Plastic 18"	2	pc				
63	Scissors, symmetrical, 158mm min. Overall length, for office use	5	pc				
64	Stapler Remover, plier type, metal	5	pc				
65	Staple Wire, No.35, standard 267/6, 5000s/box	20	pc				
66	Stapler, office use, loads 100pcs no.35 stapples, ergonomic style	10	pc				
67	Note pad, stick on, 3x2 (Pink)	40	pad				
68	Note pad, stick on, 3x3 (Blue)	20	pad				
69	Note pad, stick on, 3x4 (Yellow)	20	pad				
70	Tape, masking, 24mm (1") width, usable length of 50m	10	roll				
71	Tape, masking, 48mm (2") width, usable length of 50m	10	roll				



72	Tape, transparent, 24mm (1") width, usable length of 50m	10	roll				
73	Tape, transparent, 48mm (2") width, usable length of 50m	10	roll				
74	Tape, masking, 24mm (1") width, usable length of 50m	10	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. 12009 and its IRR.