



## University of Science and Technology of Southern Philippines

### INVITATION /REQUEST FOR SUBMISSION OF PRICE QUOTATION Posted in PhilGEPS Website/Conspicuous Place at the Procuring Entity

The University of Science & Technology of Southern Philippines, through the Bids and Awards Committee (BAC) hereby invites interested parties to submit quotation for the procurement of the following item:

| Reference No.     | Qty.                                        | Unit                                        | Specification/Description                                                  | Budget for the Contract | Mode of Procurement                                                  |
|-------------------|---------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------|
| JAS-SVP-2026-0004 | Please see the details on the attached RFQ. | Please see the details on the attached RFQ. | <b>Procurement of Common Office Supplies and Materials for USTP Jasaan</b> | 407,336.43              | Small Value Procurement - Section 34, Rule IV, IRR of R.A. No. 12009 |

Deadline for the submission of quotation is on Tuesday, July 14, 2026 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through email: bacsec@ustp.edu.ph or call our telephone number 856-1738 Local 1164 or through personal delivery in a sealed envelope.

The University of Science & Technology of Southern Philippines reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

(SGD.)

**ATTY. MICHELLE MARAVILLOSA-BACARRA**  
BAC II CHAIRPERSON



## University of Science and Technology of Southern Philippines

Date: **July 7, 2026**

Quotation No: **JAS-SVP-2026-0004**

Project Name: **Procurement of Common Office Supplies and Materials for USTP Jasaan**

### The Manager

Business/Trade/Store Name

Address

Please quote your lowest price on the item/s listed below, subject to the general conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **Tuesday, July 14, 2026 at 12:00 noon**.

Please enclosed in a sealed envelope.

(SGD.)

**ATTY. MICHELLE MARAVILLOSA-BACARRA**

BAC II, CHAIRPERSON

### NOTE:

1. DELIVERY PERIOD OF **30** CALENDAR DAY UPON RECEIPT OF Purchase Order.
2. **DELIVERY LOCATION: USTP-JASAAN CAMPUS, JASAAN MISAMIS ORIENTAL**
3. PAYMENT TERMS: One Time Payment
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
5. BIDDERS MUST INDICATE THE BRAND AND/OR MODEL NUMBER FOR EQUIPMENT AND ITS ACCESSORIES OR PERIPHERALS AND FOR ALL OTHER ITEMS IF APPLICABLE. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED IF APPLICABLE.
6. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
7. REQUIREMENTS: PHILGEPS REGISTRATION.

| ITEM # | QTY    | UNIT | DESCRIPTION AND SPECIFICATIONS                                                            | APPROVED UNIT COST (Php) | OFFER<br>(Suppliers must provide Brand, Model, and detailed technical specifications for each requirement. If your offer matches the specifications, please rewrite them in this column.) | QUOTED UNIT PRICE PER OFFER |
|--------|--------|------|-------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1      | 5.00   | pck  | A4 Photo paper<br><i>A4 Photo paper Water Resistant Resin Coated. 235 GSM - 50 sheets</i> | 300.00                   | Delivery period in days:                                                                                                                                                                  | Price validity:             |
| 2      | 22.00  | pc/s | All-Purpose Glue<br><i>40ml, Non-toxic, Multi-purpose</i>                                 | 62.10                    | Delivery period in days:                                                                                                                                                                  | Price validity:             |
| 3      | 100.00 | pc/s | Ballpen Black<br><i>0.5mm tip smooth-writing ballpoint pen</i>                            | 14.00                    | Delivery period in days:                                                                                                                                                                  | Price validity:             |
| 4      | 100.00 | pc/s | Ballpen Blue<br><i>0.3 blue ballpen</i>                                                   | 20.00                    | Delivery period in days:                                                                                                                                                                  | Price validity:             |

|    |        |      |                                                                                                 |        |                          |                 |
|----|--------|------|-------------------------------------------------------------------------------------------------|--------|--------------------------|-----------------|
| 5  | 100.00 | pc/s | Ballpen Red<br><i>Red Ballpen 0.5</i>                                                           | 8.00   |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 6  | 11.00  | rm   | Bond paper<br><i>80GSM 8.25inx 11.75in, A4 Size, Ultra White</i>                                | 400.00 |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 7  | 5.00   | rm   | Bond paper<br><i>A3 70 gsm 500s size: 297 mm x 420 mm, 29.7 cm x 42 cm or 11.7 in x 16.5 in</i> | 450.00 |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 8  | 4.00   | rm   | Bond paper<br><i>A4, 500 sheets per ream, substance 20</i>                                      | 244.83 |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 9  | 2.00   | rm   | Bondpaper (Long size)<br><i>216 x 330 mm, 70 gsm</i>                                            | 300.00 |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 10 | 5.00   | pc/s | CARBON FILM<br><i>Legal Size</i>                                                                | 397.15 |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 11 | 20.00  | box  | CLIP, backfold, 19mm<br><i>CLIP, backfold, 19mm</i>                                             | 20.00  |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 12 | 19.00  | box  | CLIP, backfold, 32mm<br><i>CLIP, backfold, 32mm</i>                                             | 37.00  |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 13 | 24.00  | pc/s | CLIP, backfold, 70mm<br><i>.</i>                                                                | 75.00  |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 14 | 8.00   | box  | Continuous Paper<br><i>Carbonless</i><br><i>Size : 11 x 9 1/2 (4ply )</i>                       | 700.00 |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 15 | 60.00  | pc/s | Correction Tape<br><i>5mm x 8m long, random color</i>                                           | 25.00  |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 16 | 4.00   | pc/s | Correction Tape<br><i>size 5mm x 8m</i>                                                         | 45.50  |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |
| 17 | 21.00  | pck  | Double A battery 3pcs/set<br><i>Double A battery 3pcs/set</i>                                   | 100.00 |                          |                 |
|    |        |      |                                                                                                 |        | Delivery period in days: | Price validity: |

|    |        |      |                                                                                                                                |          |                          |                 |
|----|--------|------|--------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|-----------------|
| 18 | 3.00   | box  | Expandable Envelope<br><i>Size: Legal, Color: Brown Expanding with Garter</i>                                                  | 1,500.00 | Delivery period in days: | Price validity: |
| 19 | 3.00   | pck  | Expanded Folder Green long<br><i>Expanded Folder Green long</i>                                                                | 500.00   | Delivery period in days: | Price validity: |
| 20 | 17.00  | box  | Fastener<br><i>Plastic, assorted color</i>                                                                                     | 45.00    | Delivery period in days: | Price validity: |
| 21 | 155.00 | pc/s | Glue Stick<br><i>Small</i>                                                                                                     | 5.00     | Delivery period in days: | Price validity: |
| 22 | 10.00  | pc/s | Highlighter<br><i>Fluorescent, color: Yellow</i>                                                                               | 40.00    | Delivery period in days: | Price validity: |
| 23 | 3.00   | pck  | Laminating film<br><i>long size, 250 microns, 100 pcs/pack</i>                                                                 | 1,650.00 | Delivery period in days: | Price validity: |
| 24 | 4.00   | box  | Marker<br><i>Permanent, Black, Broad Tip, 12pcs / box</i>                                                                      | 500.00   | Delivery period in days: | Price validity: |
| 25 | 20.00  | roll | Masking Tape<br><i>TAPE, Masking, width: 24mmx10m</i>                                                                          | 35.00    | Delivery period in days: | Price validity: |
| 26 | 10.00  | roll | Masking Tape<br><i>TAPE, Masking, width: 48mmx10m</i>                                                                          | 70.00    | Delivery period in days: | Price validity: |
| 27 | 10.00  | pc/s | Needle Less Stapler<br><i>with no holes, Ergonomic design, Paper Size Compatibility: A4, letter, legal, Usage Mode: Manual</i> | 750.00   | Delivery period in days: | Price validity: |
| 28 | 10.00  | roll | Organza Ribbon<br><i>25mm, Golden Yellow, (50yards/roll)</i>                                                                   | 300.00   | Delivery period in days: | Price validity: |
| 29 | 10.00  | roll | Organza Ribbon<br><i>25mm, Navy Blue, (50yards/roll)</i>                                                                       | 300.00   | Delivery period in days: | Price validity: |
| 30 | 109.00 | rm   | PAPER<br><i>Whitewove Mimeo, Legal, 70 gsm</i>                                                                                 | 220.00   | Delivery period in days: | Price validity: |

|    |        |      |                                                                                                                                     |          |                          |                 |
|----|--------|------|-------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|-----------------|
| 31 | 53.00  | rm   | PAPER, Whitewove Mimeo A4, 70 gsm                                                                                                   | 231.15   | Delivery period in days: | Price validity: |
| 32 | 50.00  | box  | PAPER CLIP, vinyl/plastic coated, jumbo, 50mm<br><i>PAPER CLIP, vinyl/plastic coated, jumbo, 50mm</i>                               | 19.53    | Delivery period in days: | Price validity: |
| 33 | 485.00 | rm   | Paper Multicopy<br><i>Paper Multicopy A4, 500 sheets per ream, 80GSM</i>                                                            | 245.00   | Delivery period in days: | Price validity: |
| 34 | 144.00 | rm   | Paper Multicopy<br><i>Paper Multicopy Legal, 500 sheets per ream, 80GSM</i>                                                         | 280.00   | Delivery period in days: | Price validity: |
| 35 | 2.00   | roll | Paper Roll<br><i>Specs: A1, size: 594 x 841 mm, Ink Jet Paper/Copier Paper White 80g/m<sup>2</sup> 250 Sheets, Paper weight. 80</i> | 2,632.04 | Delivery period in days: | Price validity: |
| 36 | 5.00   | box  | Pencil<br><i>#2 medium soft Graphite core<br/>Product Dimension:<br/>2in x 0.5in x 8in<br/>Color: Black<br/>Material Type: Wood</i> | 75.00    | Delivery period in days: | Price validity: |
| 37 | 5.00   | pc/s | PHILIPPINE NATIONAL FLAG<br><i>Shape: Rectangular.<br/>Proportion: The length of the flag is twice its width (1:2).</i>             | 313.32   | Delivery period in days: | Price validity: |
| 38 | 30.00  | pc/s | Portafile<br><i>Color: Black, Document Filer</i>                                                                                    | 200.00   | Delivery period in days: | Price validity: |
| 39 | 48.00  | pc/s | Portafile<br><i>Long, Black</i>                                                                                                     | 135.00   | Delivery period in days: | Price validity: |
| 40 | 5.00   | pc/s | Puncher<br><i>2 hole puncher, Heavy Duty Metal, with Scale Guide</i>                                                                | 250.00   | Delivery period in days: | Price validity: |
| 41 | 5.00   | box  | Push pin<br><i>Specs: assorted color</i>                                                                                            | 17.23    | Delivery period in days: | Price validity: |
| 42 | 50.00  | pc/s | Record Book<br><i>(8.5"x11", 500 pages)</i>                                                                                         | 115.00   | Delivery period in days: | Price validity: |

|    |       |      |                                                                                                                                |          |                          |                 |
|----|-------|------|--------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|-----------------|
| 43 | 20.00 | box  | Ring Binder<br><i>Legal Size Plastic Ring binders (16 mm) 100 pcs/box; Black</i>                                               | 450.00   | Delivery period in days: | Price validity: |
| 44 | 5.00  | box  | RUBBER BAND<br><i>No. 18</i>                                                                                                   | 135.20   | Delivery period in days: | Price validity: |
| 45 | 3.00  | pc/s | Scissors<br><i>Scissors, Multi-purpose, 8 inches, Stainless</i>                                                                | 110.00   | Delivery period in days: | Price validity: |
| 46 | 47.00 | box  | Sign Pen<br><i>0.5mm; Black; 12's</i>                                                                                          | 300.00   | Delivery period in days: | Price validity: |
| 47 | 40.00 | box  | Sign Pen<br><i>0.5mm; Blue; 12's</i>                                                                                           | 300.00   | Delivery period in days: | Price validity: |
| 48 | 52.00 | box  | Sign Pen<br><i>0.5mm; Red; 12's</i>                                                                                            | 300.00   | Delivery period in days: | Price validity: |
| 49 | 8.00  | roll | Silk Ribbon<br><i>25mm, Golden Yellow, (50yards/roll)</i>                                                                      | 450.00   | Delivery period in days: | Price validity: |
| 50 | 6.00  | roll | Silk Ribbon<br><i>25mm, Navy Blue, (50yards/roll)</i>                                                                          | 450.00   | Delivery period in days: | Price validity: |
| 51 | 5.00  | rm   | Special Paper<br><i>For Transcript of Records (TOR)<br/>Specifications: Folio-sized (8.5"x13"),<br/>80+gsm 250pcs per pack</i> | 1,300.00 | Delivery period in days: | Price validity: |
| 52 | 1.00  | pc/s | Stamp<br><i>Rubber, Blue, (Paid - USTP Cashier's<br/>Office with By and Date)</i>                                              | 114.12   | Delivery period in days: | Price validity: |
| 53 | 5.00  | pc/s | STAPLE REMOVER, plier type<br>.                                                                                                | 104.65   | Delivery period in days: | Price validity: |
| 54 | 64.00 | box  | STAPLE WIRE, 35mm stapler<br><i>STAPLE WIRE, standard, for 35mm<br/>stapler</i>                                                | 35.00    | Delivery period in days: | Price validity: |
| 55 | 13.00 | pck  | Sticker Paper<br><i>Hi-Gloss; White; A4, 10's per pack</i>                                                                     | 50.00    | Delivery period in days: | Price validity: |

|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        |                          |                 |
|----|-------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------|-----------------|
| 56 | 5.00  | pck  | sticky note sign here (Small)<br><i>sticky note sign here (Small)</i>                                                                                                                                                                                                                                                                                                                                       | 30.00  |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |
| 57 | 28.00 | box  | Tabbing Letter<br><i>1 box index tab or tabbing letter</i><br><i>Weight 0.0080 kg</i><br><i>Length 15 cm</i><br><i>Width 5 cm</i><br><i>Height 0.2 cm</i><br><i>1 box contain 5 sheets</i>                                                                                                                                                                                                                  | 140.00 |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |
| 58 | 17.00 | roll | Tape<br><i>Double sided tape, 11 rolls</i><br><i>@40*11rolls.</i>                                                                                                                                                                                                                                                                                                                                           | 40.00  |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |
| 59 | 15.00 | roll | TAPE<br><i>DUCT TAPE, width: 48mm (±1mm)</i>                                                                                                                                                                                                                                                                                                                                                                | 120.00 |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |
| 60 | 30.00 | roll | TAPE<br><i>transparent, 24mm</i>                                                                                                                                                                                                                                                                                                                                                                            | 17.68  |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |
| 61 | 17.00 | roll | TAPE<br><i>Transparent, 48mm</i>                                                                                                                                                                                                                                                                                                                                                                            | 24.83  |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |
| 62 | 16.00 | pc/s | Tape Dispenser<br><i>Weight: 1.33kg</i><br><i>Material: Plastic</i><br><i>Product Dimensions: L:21.5 x W:10.3 x D:8.5 (cm)</i><br><i>Package Contents: 1 x Tape</i><br><i>Dispenser Large Size T20031 for 50</i><br><i>Yards Tape</i><br><i>Additi0onal Features: Suitable for use</i><br><i>with tape width up to 25.4mm width.</i><br><i>1" and 3" core fits both small and big</i><br><i>roll tapes.</i> | 250.00 |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |
| 63 | 12.00 | pc/s | Transparent Index Tab<br><i>Transparent, 10 inches long, sticker</i><br><i>type tabbing</i>                                                                                                                                                                                                                                                                                                                 | 35.00  |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |
| 64 | 20.00 | pck  | Triple A battery 4pcs/set<br><i>Triple A battery 4pcs/set</i>                                                                                                                                                                                                                                                                                                                                               | 130.00 |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |
| 65 | 30.00 | pck  | Vellum Board Paper<br><i>A4, white, 200gsm, 10 sheets</i>                                                                                                                                                                                                                                                                                                                                                   | 30.00  |                          |                 |
|    |       |      |                                                                                                                                                                                                                                                                                                                                                                                                             |        | Delivery period in days: | Price validity: |



## University of Science and Technology of Southern Philippines

|    |        |     |                                                                                                                    |        |                          |                 |
|----|--------|-----|--------------------------------------------------------------------------------------------------------------------|--------|--------------------------|-----------------|
| 66 | 150.00 | pck | Vellum Specialty Paper<br><i>Long size, white or cream, 200 or 220 gsm</i><br><i>10 packs (10 sheets per pack)</i> | 50.00  |                          |                 |
|    |        |     |                                                                                                                    |        | Delivery period in days: | Price validity: |
| 67 | 44.00  | box | Whiteboard Marker<br><i>Bullet tip (Black) Refillable 12 pcs</i>                                                   | 300.00 |                          |                 |
|    |        |     |                                                                                                                    |        | Delivery period in days: | Price validity: |
| 68 | 43.00  | box | Whiteboard Marker<br><i>Bullet tip (Blue) Refillable 12 pcs</i>                                                    | 300.00 |                          |                 |
|    |        |     |                                                                                                                    |        | Delivery period in days: | Price validity: |
| 69 | 26.00  | box | Whiteboard Marker<br><i>Bullet tip (Red) Refillable 12 pcs</i>                                                     | 300.00 |                          |                 |
|    |        |     |                                                                                                                    |        | Delivery period in days: | Price validity: |

After having carefully read and accepted for General Conditions, I/We quote on the item at prices noted above.

Salvador- A4 Photo paper  
RFQ No. : JAS-SVP-2026-0004  
BAC RES. No: SYS-MOP-2026-0005, SYS-MOP-2026-0005,  
SYS-MOP-2026-0005  
PR No.: 2026-1226-02

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Printed Name/Signature

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Cellphone/Contact No./address/E-mail

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Date