



UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

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:

Table with 6 columns: Reference No., Qty., Unit, Specification/Description, Budget for the Contract, Mode of Procurement. Row 1: CDO-SVP-2026-0106, Please see the details on the attached RFQ., Please see the details on the attached RFQ., Procurement of Office Supplies for University Registrar Office, 434,231.70, Small Value Procurement - Section 34, Rule IV, IRR of R.A. No. 12009

Deadline for the submission of quotation is on Tuesday, June 16, 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. JONATHAN S. OCHE
BAC I CHAIRPERSON





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Date: May 18, 2026
Quotation No: CDO-SVP-2026-0106
Project Name: Procurement of Office Supplies for University Registrar Office

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, June 16, 2026 at 12:00 noon.

Please enclosed in a sealed envelope.

(SGD.)
ATTY. JONATHAN S. OCHE
BAC I, CHAIRPERSON

NOTE:

- 1. DELIVERY PERIOD OF 30 CALENDAR DAY UPON RECEIPT OF Purchase Order.
2. DELIVERY LOCATION: SUPPLY OFFICE, USTP-CDO CAMPUS, C.M RECTO AVENUE, LAPASAN, CAGAYAN DE ORO CITY, 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.

Table with 7 columns: ITEM #, QTY, UNIT, DESCRIPTION AND SPECIFICATIONS, APPROVED UNIT COST (Php), OFFER (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. It contains 4 rows of item specifications.



5	30.00	pc/s	Double-sided tape <i>1 inch, Double Sided Tape Super Strong Double Faced Powerful Hand Tearing Adhesive Tape for Mounting</i>	40.25		Delivery period in days:	Price validity:
6	100.00	pc/s	Expanding Envelope <i>With Elastic band for ease of handling. Size: Legal Color: Brown</i>	35.00		Delivery period in days:	Price validity:
7	5.00	box	FASTENER <i>FASTENER</i>	104.10		Delivery period in days:	Price validity:
8	21.00	box	Gel Pen <i>BLUE, Gel Pen, retractable, 0.5mm, 12pcs./box</i>	250.00		Delivery period in days:	Price validity:
9	7.00	pc/s	Kraft Storage Box with Cover <i>Brown, Large</i>	200.00		Delivery period in days:	Price validity:
10	10.00	rm	Laid Paper <i>Powdered Blue Short Size 500 sheets</i>	1,000.00		Delivery period in days:	Price validity:
11	10.00	box	Marker <i>Permanent, Black, Broad Tip, 12pcs / box</i>	500.00		Delivery period in days:	Price validity:
12	30.00	pc/s	Masking tape <i>1 inch</i>	60.00		Delivery period in days:	Price validity:
13	10.00	pc/s	Official Record Book <i>8.5 x 11inches, 500 pages</i>	160.00		Delivery period in days:	Price validity:
14	50.00	rm	PAPER <i>Multi-Purpose, A4, 70gsm</i>	202.00		Delivery period in days:	Price validity:
15	15.00	rm	PAPER, Whitewove Mimeo A4, 70gsm <i>A4, 500 Sheets, 70gsm</i>	300.00		Delivery period in days:	Price validity:
16	1.00	pc/s	Paper Board Cutter <i>Size A3, Metal, with paper adjuster and size indicator</i>	850.00		Delivery period in days:	Price validity:

17	30.00	box	Paper Clips <i>Vinyl/Plastic coated, 33mm, , assorted color</i>	20.00		Delivery period in days:	Price validity:
18	30.00	box	Paper Clips <i>Vinyl/Plastic coated, 50mm, assorted color</i>	25.00		Delivery period in days:	Price validity:
19	25.00	rm	PAPER MULTICOPY <i>Legal size, 80 gsm</i>	256.26		Delivery period in days:	Price validity:
20	2.00	roll	PVC Acetate Roll <i>Thickness: 0.24m</i>	2,500.00		Delivery period in days:	Price validity:
21	50.00	pck	Staple Wire <i>#35 Staple Wire Refile</i>	29.00		Delivery period in days:	Price validity:
22	5.00	pc/s	Tape Dispenser <i>Weight: 1.33kg Material: Plastic Product Dimensions: L:21.5 x W:10.3 x D:8.5 (cm) Package Contents: 1 x Tape Dispenser Large Size T20031 for 50 Yards Tape Additi0onal Features: Suitable for use with tape width up to 25.4mm width. 1" and 3" core fits both small and big roll tapes.</i>	250.00		Delivery period in days:	Price validity:
23	10.00	pc/s	White Board Marker <i>Medium chisel-shaped tip for versatile line widths ranging from 3.6 mm to 6.0 mm Durable aluminum barrel for a professional feel and enhanced longevity</i>	60.00		Delivery period in days:	Price validity:
24	10.00	box	WHITE MAILING ENVELOPE <i>White Mailing Envelope, 500pcs/box, No window, Standard (No.10)</i>	450.00		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.

Lagrada-Cheque Paper
RFQ No. : CDO-SVP-2026-0106
BAC RES. No: MOP-2026-0002
PR No.: 2026-23-05

Printed Name/Signature

Cellphone/Contact No./address/E-mail

Date