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
CDO-SVP-2026-0468	Please see the details on the attached RFQ.	Please see the details on the attached RFQ.	**Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO FY 2026**	213,070.00	Small Value Procurement - Section 34, Rule IV, IRR of R.A. No. 12009 (New Government Procurement Act)

Deadline for the submission of quotation is on Tuesday, December 1, 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, DPA
BAC I CHAIRPERSON

University of Science and Technology of Southern Philippines

Date: **November 23, 2026**
Quotation No: **CDO-SVP-2026-0468**
Project Name: **Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO FY 2026**

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, December 1, 2026 at 12:00 noon.**

Please enclosed in a sealed envelope.

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

NOTE:

1. DELIVERY PERIOD OF **60** 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.

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
1	1.00	unit	CABINET *Wooden Filing Cabinet, Width: 1 meter, Height: 1.7 meter, 4 Layer*	1,760.00	Delivery period in days:	Price validity:
2	7.00	pc/s	COMPUTER CHAIR *Synthetic Leather, With Foot Rest, Ergonomic comfortable for long sitting, load bearing 150kg*	2,640.00	Delivery period in days:	Price validity:
3	2.00	pc/s	GUEST CHAIR *GUEST CHAIR, Ergodynamic Guest Chair Mesh Fab, 48cm x 55cm x 95cm, Black*	1,540.00	Delivery period in days:	Price validity:
4	1.00	pc/s	OFFICE CHAIR *Ergodynamic PADRONE Executive High Back Synthetic Leather Office Chair*	8,800.00	Delivery period in days:	Price validity:

5	11.00	pc/s	OFFICE CHAIR *High back executive chair, Synthetic Leather, With High-back Headrest and Lumbar Support*	9,350.00	Delivery period in days:	Price validity:
6	3.00	unit	STEEL CABINET *4 drawers lateral cabinet, with lock, 48 inches (height) x 24 inches (width), Stainless Steel*	18,700.00	Delivery period in days:	Price validity:
7	1.00	unit	TROLLEY *4 Wheel Cart PVC Trolley, 100kg capacity, strong thick stainless steel multifunctional foldable trolley platform hand truck trolley, Heavy Duty, Platform 42cm x 70 cm*	8,800.00	Delivery period in days:	Price validity:
8	2.00	unit	WATER DISPENSER *for Hot & Cold, Bottom Load*	6,600.00	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.

Printed Name/Signature

Cellphone/Contact No./address/E-mail

Date

Gundran-Cabinet
RFQ No. : CDO-SVP-2026-0468
BAC RES. No: CBNO. 0031-2026
PR No.: 2026-2279-09