



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
RFQ- Shopping-002-2021	Please see details below	Please see details below	Negotiated Procurement of Procurement of System-Common Office Supplies and Equipment 1st Quarter.	₱84,416.70	Shopping 52.1b-Section, Rule XVI, Revised IRR of RA 9184

Deadline for the submission of quotation is on January 22, 2021 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through fax number 856-4696 / 856-1739 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.


ATTY. KENNETH M. KEMPIS
BAC II Chairman



Date: January 19, 2021
 Quotation No.: RFQ-SHOPPING-002-2021

Name of Project: Procurement of
 System-Common Office Supplies and
 Equipment 1st Quarter.

The Manager

Cagayan de Oro City

Please quote your lowest price on the item/s listed below, subject to the general Conditions stated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than January 22, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

Kenneth M. Kempis
 ATTY. KENNETH M. KEMPIS
 BAC II Chairman

- NOTE:
1. DELIVERY PERIOD WITHIN 7 CALENDAR DAYS UPON RECEIPT OF PO.
 2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
 3. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED. (if applicable)
 4. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE AND REASONABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
 5. REQUIREMENTS: 1) PHILGEPS REGISTRATION (PLATINUM MEMBERSHIP).

ITEM #	QTY	UNIT	DESCRIPTIONS AND SPECIFICATIONS	APPROVED UNIT COST (php)	UNIT PRICE
1	15	piece	BALLPEN, Fine Tips, Black	11.00	
2	15	piece	BALLPEN, Fine Tips, Blue	11.00	
3	15	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	39.93	
4	10	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	21.70	
5	2	unif	CALCULATOR, compact, 12 digits	381.54	
6	10	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	46.62	
7	5	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	9.96	
8	31	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	16.80	
9	5	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	22.88	
10	10	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	52.62	
11	32	piece	CORRECTION TAPE, film base type, UL 6m min	15.42	
12	2	piece	CUTTER KNIFE, for general purpose	36.77	
13	21	piece	DATA FILE BOX, made of chipboard, with closed ends	84.92	
14	1	box	ENVELOPE, DOCUMENTARY, for A4 size document	740.40	
15	2	box	ENVELOPE, DOCUMENTARY, for legal size document	1,019.88	
16	1	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	812.24	
17	1	box	ENVELOPE, mailing, white, 70gsm	416.02	
18	1	bundle	ENVELOPE, Plastic, Long size, 100 pcs/bundle	1,100.00	
19	6	piece	ERASER, FELT, for blackboard/whiteboard	11.32	
20	3	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	4.86	
21	5	box	FASTENER, METAL, 70mm between prongs	91.75	
22	6	bundle	FOLDER, FANCY, for A4 size documents	297.44	
23	7	bundle	FOLDER, FANCY, for legal size documents	343.07	
24	1	pack	FOLDER, Long, White, 70 gsm	353.50	
25	1	pack	FOLDER, Long, White, 70 gsm, Expanded	353.50	
26	2	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	1,047.90	
27	1	pack	FOLDER, TAGBOARD, for legal size documents	353.50	
28	2	jar	GLUE, all purpose, gross weight: 200 grams min	68.31	
29	14	box	INDEX TAB, self-adhesive, transparent	62.35	
30	4	piece	MARKER, PERMANENT, Broad, Black	11.62	

31	4	piece	MARKER, PERMANENT, Broad, Blue	11.02	
32	22	piece	MARKER, PERMANENT, bullet type, black	9.88	
33	24	piece	MARKER, PERMANENT, bullet type, blue	9.88	
34	5	piece	MARKER, PERMANENT, bullet type, red	9.88	
35	18	piece	MARKER, whiteboard, black, felt tip, bullet type	14.72	
36	4	piece	MARKER, WHITEBOARD, Broad, Black	55.00	
37	4	piece	MARKER, WHITEBOARD, Broad, Red	55.00	
38	24	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	40.77	
39	42	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	65.21	
40	17	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	52.50	
41	15	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	8.54	
42	11	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	18.85	
43	11	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	187.62	
44	8	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	199.56	
45	112	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm	146.43	
46	24	reams	PAPER, Multi-Purpose (COPY) Legal 70 gsm	152.87	
47	3	piece	PENCIL SHARPENER, manual, single cutter head	223.08	
48	5	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	22.87	
49	12	pack	PHOTO PAPER, A4, Glossy	60.50	
50	15	piece	PORTA FILE, color red	165.00	
51	2	piece	PUNCHER, paper, heavy duty, with two hole guide	145.16	
52	31	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	77.79	
53	8	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	112.11	
54	1	bundle	RING BINDER, plastic, 32mm, 84 rings	263.77	
55	16	pair	SCISSORS, symmetrical, blade length: 65mm min	44.62	
56	72	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	38.07	
57	12	piece	SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	154.00	
58	60	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	38.07	
59	25	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	38.07	
60	2	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	38.45	
61	2	piece	STAPLE REMOVER, PLIER-TYPE	27.39	
62	12	box	STAPLE WIRE, STANDARD, (26/6)	23.20	
63	10	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	194.48	
64	12	pack	STICKER PAPER, A4, Glossy, White	49.50	
65	4	pack	STICKY NOTES, SIGN HERE	82.50	
66	9	roll	TAPE, Double Adhesive, 1"	110.00	
67	11	roll	TAPE, MASKING, width: 24mm (±1mm)	60.06	
68	15	roll	TAPE, PACKAGING, width: 48mm (±1mm)	21.97	
69	28	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	11.10	
70	3	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	21.97	
71	1	piece	WHITEBOARD, with frame and stand (74" x 74")	8,250.00	
72	1	piece	WHITEBOARD, without stand (4*8ft)	4,400.00	

Delivery Period:

Price Validity:

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

Auxilio-Supplies
RFQ-SHOPPING-002-2021
Resolution No. 21-013 s. 2021
PR No. 019-2021

Tel. #./address/e-mail add

Date

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