



University of Science and Technology of Southern Philippines

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

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-003-2021	Please see details below	Please see details below	Negotiated Procurement of Procurement of System-Common Office Supplies and Equipment 1st Quarter.	₱132,744.77	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



University of Science and Technology of Southern Philippines

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Date: January 19, 2021
Quotation No.: RFQ-SHOPPING-003-2021

Name of Project: Procurement of
Clustered-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	20	pc	BALLPEN, Fine Tips, Black	11.00	
2	20	pc	BALLPEN, Fine Tips, Blue	11.00	
3	20	pc	BALLPEN, Fine Tips, Red	11.00	
4	10	reams	BOND PAPER, subs 20, A4	275.00	
5	10	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	52.62	
6	20	piece	CORRECTION TAPE, film base type, UL 6m min	15.42	
7	10	piece	ERASER, FELT, for blackboard/whiteboard	11.33	
8	5	bundle	FOLDER, FANCY, for legal size documents	343.07	
9	10	pack	FOLDER, TAGBOARD, for legal size documents, GREEN	353.50	
10	2	pc	GLUE GUN, Works With: 3M low melt (LT) size 'TC' glue sticks (5/8" x 2"), Weighs 10 oz., Temperature: 265°F., Power: 150W., 2.6 lb/hr*	275.00	
11	55	pc	GLUE STICKS, (5/8" x 2")	16.50	
12	10	pc	GOLDEN SEAL, for Certificates	60.50	
13	22	piece	MARKER, PERMANENT, bullet type, black	9.88	
14	12	piece	MARKER, PERMANENT, bullet type, blue	9.88	
15	50	piece	MARKER, whiteboard, black, felt tip, bullet type	14.72	
16	50	pc	MARKER, whiteboard, green, felt tip, bullet type	14.72	
17	20	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	8.54	
18	20	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	18.85	
19	15	box	PAPER FASTENER, Plastic, assorted colors	165.00	
20	4	reams	PAPER, Mimeo, groundwood, A4 size	143.00	
21	4	reams	PAPER, Mimeo, groundwood, Legal size	143.00	
22	100	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	187.62	
23	100	reams	PAPER, MULTICOPY, 80gsm, size: 215mm x 330mm	199.56	
24	220	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm	146.43	
25	180	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	152.87	
26	2	piece	PHILIPPINE NATIONAL FLAG, 100% polyester	313.32	
27	10	pack	PHOTO PAPER, A4, Glossy	60.50	
28	15	pc	PORTA FILE, color Black	165.00	
29	15	pc	PORTA FILE, color Dark Blue	165.00	
30	5	piece	PUNCHER, paper, heavy duty, with two hole guide	145.16	

31	10	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	112.11	
32	40	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	38.07	
33	20	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	38.07	
34	20	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	38.07	
35	10	box	STAPLE WIRE, STANDARD, (26/6)	23.20	
36	8	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	194.47	
37	10	pack	STICKER PAPER, A4, Glossy, Pink	49.50	
38	10	pack	STICKER PAPER, A4, Glossy, White	49.50	
39	10	pack	STICKER PAPER, A4, Glossy, Yellow	49.50	
40	8	roll	TAPE, Double Adhesive, 1"	110.00	
41	20	roll	TAPE, MASKING, width: 24mm (±1mm)	60.06	
42	20	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	11.10	

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-003-2021

Resolution No. 21-014, s. 2021

PR No. 020-2021

Tel. #./address/e-mail add

Date

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