



**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-008-2021	Please see details below	Please see details below	<b>Negotiated Procurement of Procurement of Supplies &amp; Materials for CITL.</b>	<b>₱88,442.10</b>	Shopping 52.1b-Section, Rule XVI, Revised IRR of RA 9184

Deadline for the submission of quotation is on March 12, 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: March 09, 2021  
Quotation No.: RFQ-SHOPPING-008-2021

Name of Project: Procurement of  
Supplies & Materials for CITL

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 March 12, 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	5	pcs	Heavy Duty Stapler	500	
2	50	packs	Certificate Paper (A4 Special Paper)	70	
3	20	packs	Photo Paper ( glossy)	120	
4	10	packs	Water color paper	100	
5	5	pcs	Canvas for painting( with framed, primed 3ft X3ft)	1,000	
6	10	reams	Bond paper ( A4)	400	
7	10	reams	Bond Paper ( long)	400	
8	10	reams	Bond paper ( short)	400	
9	10	packs	Sticker Paper ( A4, matte)	70	
10	10	packs	Photo vinyl sticker ( A4)	179	
11	20	pcs	Glue Sticks ( glue)	50	
12	5	pcs	Scissors ( big)	100	
13	10	pcs	Plastic Rulers ( 12inches)	30	
14	1	pcs	Paper cutter ( wooden, upto a5)	1,500	
15	20	pcs	Scotch tapes ( 18mm X30m)	35	
16	20	pcs	Double sided tape ( 1 inch)	40	
17	20	pcs	Masking tapes ( 1 inch)	55	
18	20	pcs	Masking tapes ( 2 inches)	90	
19	20	pcs	Packaging tape ( 48 MM x30M)	50	
20	20	pcs	Correction Tapes	50	
21	20	pcs	Correction Pen Mini White 3.5ml	100	
22	10	boxes	Fastener Plastic 5507 Assorted 7cm /50 Box	80	
23	20	boxes	Office Binder Clip 12/Box Black 1-1/4 in.	50	
24	5	pcs	Stamp Pad ST-BK978-4 Black #4	50	
25	2	pcs	Puncher PHD-237 2 Hole Heavy Duty 7cm	250	
26	50	pcs	Notebooks ( 60 leaves)	35	
27	30	pcs	Gel pens ( black)	50	
28	30	pcs	Gel Pens ( Blue)	50	
29	20	pcs	Gel Pens ( Red)	50	
30	50	pcs	Pens ( black)	10	
31	50	pcs	Pens ( blue)	10	

32	10	pcs	File Holders/dividers/ magazine holder	200	
33	40	pcs	Plastic envelop ( long )	40	
34	50	pcs	Expandable Long Envelops	40	
35	100	pcs	Envelops ( long, brown)	5	
36	100	pcs	Envelopes ( white, mail/ letter)	4	
37	5	pcs	Desktop organizers ( with pens and paper holders)	500	
38	10	sets	High lighter set ( any color)	300	
39	20	boxes	Pencils ( #2)	100	
40	10	boxes	Pilot Whiteboard markers ( blue)	700	
41	10	boxes	Pilot Whiteboard marker ( black)	700	
42	5	boxes	Pilot Permanent Marker ( Broad, black)	700	
43	5	boxes	Pilot Permanent Marker ( Broad, blue)	500	
44	10	boxes	Staple wires ( for stapler No 35)	80	
45	5	rolls	Paper twine ( dark blue)	70	
46	5	rolls	Paper Twine ( yellow)	70	
47	5	rolls	Paper twine ( white)	70	
48	2	pcs	cork board with wooden frame ( 2X4 ft)	1,000	
49	10	boxes	Vinyl Paper clips ( 50MM)	50	
50	3	boxes	Push pins (100s)	67	

Delivery Period:

Price Validity:

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

Dinagsao-Supplies

RFQ-SHOPPING-008-2021

Resolution No. 21-052 s. 2021

PR No. 054-2021

Tel. #/address/e-mail add

Date

C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 Philippines, Tel. Nos +63 (88) 856 1738; Telefax +63 (88) 856 4696 | www.ustp.edu.ph

*Handwritten signature*