



## 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- 049-2021	Please see details below	Please see details below	<b>Negotiated Procurement of Office Supplies for Villanueva Campus</b>	<b>₱56,627.00</b>	Shopping 52.1b-Section, Rule XVI, Revised IRR of RA 9184

Deadline for the submission of quotation is on April 13, 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.

sgd.

ATTY. JONATHAN S. OCHE  
BAC I Chairman



University of Science and Technology of Southern Philippines

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Date: April 8, 2022  
Quotation No.: RFQ-SHOPPING-049-2022

Name of Project: Procurement for the Office Supplies for Villanueva Campus

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 April 13, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

sgd.  
ATTY. JONATHAN S. OCHE

BAC I 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	1	ream	"A4 Sticker Paper Color: Light Green"	439.00	
2	1	ream	"A4 Sticker Paper Color: White-Pink"	439.00	
3	10	pcs	"Whiteboard eraser Soft woollen pad"	55.00	
4	2	pcs	Accession Book	462.00	
5	2	box	Ballpen Black (0.7)	535.00	
6	17	box	Battery (AA)	270.00	
7	17	box	Battery (AAA)	373.00	
8	1	box	Binder Clip (19mm)	238.00	
9	1	box	Binder Clip (25mm)	317.00	
10	2	pack	Brown Envelope	110.00	
11	2	pack	Brown Envelope (Long)	124.00	
12	2	pack	Brown Folder	345.00	
13	3	pack	Brown Folder (Long)	150.00	
14	10	pcs	Data File Organizer	146.00	

15	2	pcs	Date Stamp	550.00	
16	5	pcs	Logbook	288.00	
17	2	box	Marker assorted pen Broad/fine Tip	573.00	
18	4	box	Marker pen Broad/fine Tip	462.00	
19	4	box	Paper Clip (No.33)	9.00	
20	4	box	Paper Clip (No.50)	25.00	
21	7	box	PAPER, Multi-Purpose (COPY) A4, 70gsm	1,340.00	
22	4	box	PAPER, Multi-Purpose (COPY) Legal, 70gsm	1,376.00	
23	2	pcs	Photopaper (Glossy)	50.00	
24	3	roll	Plastic Cover	959.00	
25	2	pcs	Puncher Heavy Duty (Steel)	193.00	
26	10	pcs	Refillable White Board Marker (Black)	61.00	
27	50	pcs	Refillable White Board Marker Ink (Black)	132.00	
28	10	pcs	Ring Binder File, Blue	165.00	
29	2	pcs	Stamp pad (Blue)	75.00	
30	4	pcs	Stamp pad ink blue or violet, 50ml	121.00	
31	6	box	Staple wire (No.23/13)	50.00	
32	10	box	Staple wire (No.35)	50.00	
33	2	pcs	Stapler (heavy duty)	1,315.00	
34	5	pcs	Sticky Notes (76x51mm)	20.00	
35	10	box	Tabbing (Letters)	165.00	
36	3	pcs	Tabbing (Sign here,Urgent,Return)	20.00	

**Delivery Period:**

**Price Validity:**

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

Rabaya-Supplies  
RFQ-Shopping-049-2022  
Resolution No. 288 s. 2022  
PR No. 202203-384

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Tel. #./address/e-mail add

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Date

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