



**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-053-2021	Please see details below	Please see details below	<b>Negotiated Procurement of Common Office Supplies</b>	<b>₱60,005.75</b>	Shopping 52.1b-Section, Rule XVI, Revised IRR of RA 9184

Deadline for the submission of quotation is on April 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.

sgd.

ATTY. KENNETH M. KEMPIS  
BAC II Chairman



University of Science and Technology of Southern Philippines

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

Date: April 19, 2022  
Quotation No.: RFQ-SHOPPING-053-2022

Name of Project: Procurement for the  
Common Office Supplies

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 22, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

sgd.  
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	boxx	Paper Fastener Plastic (Plastic Paper Fasteners 7CM 50 Sets)	40.00	
2	1	box	CARBON FILM, legal ()	229.37	
3	6	pc	Certificate Frame A4 size (High Quality with Stand and Hook A4)	280.00	
4	50	pc	Certificate Frame A4 size (High Quality with Stand and Hook A4)	280.00	
5	6	pc	Certificate Holder (Certificate/Diploma Holder-A4 Size Can fit Certificates/Diplomas/Citations up to A4 size (8.27" x 11.69"))	260.00	
6	6	pc	Certificate Holder Legal (Long Size for 8.5 x 13 inch Paper)	150.00	
7	40	box	CLIP, backfold, 19mm ()	9.64	
8	40	box	CLIP, backfold, 25mm ()	16.74	
9	40	box	CLIP, backfold, 32mm ()	24.60	
10	40	box	CLIP, backfold, 50mm ()	60.06	
11	20	pcs	CORRECTION TAPE, 8m ()	12.85	
12	1	pcs	ERASER, plastic/rubber ()	4.81	
13	20	pcs	FILE TAB DIVIDER, bristol board, for A4 ()	12.24	
14	20	pcs	FILE TAB DIVIDER, legal ()	15.65	

15	49	pcs	Folder Long - Colored/ Assorted Colors ()	10.00	
16	2	pcs	INK, for stamp pad ()	34.67	
17	19	pcs	MARKER, permanent, black, bullet type ()	9.88	
18	6	pcs	NOTE PAD, stick on, 3" x 3" ()	59.49	
19	20	pcs	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min ()	40.77	
20	4	pcs	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min ()	65.21	
21	1	pcs	PAPER CLIP, vinyl/plastic coated, 33mm ()	8.54	
22	7	pcs	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min ()	77.79	
23	2	pcs	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min ()	112.11	
24	480	pcs	SIGN PEN, black ()	22.29	
25	480	pcs	SIGN PEN, blue ()	22.29	
26	480	pcs	SIGN PEN, red ()	22.29	
27	5	box	STAPLE WIRE, standard ()	24.65	
28	5	roll	TAPE, masking, 24mm ()	60.06	
29	6	roll	TAPE, packaging, 48mm ()	24.60	
30	50	roll	TAPE, transparent, 24mm ()	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.**

Villaseca-Fastener  
RFQ-Shopping-053-2022  
Resolution No. 313 s. 2022  
PR No. 202204-561

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Tel. #./address/e-mail add

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Date

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