



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-059-2021	Please see details below	Please see details below	Negotiated Procurement of Common Office Supplies	₱80,461.09	Shopping 52.1b-Section, Rule XVI, Revised IRR of RA 9184

Deadline for the submission of quotation is on April 29, 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

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

Date: April 26, 2022

Quotation No.: RFQ-SHOPPING-059-2022

Name of Project: Procurement for the
Common Supplies and Materials

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 29, 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	6	bottle	All-Purpose Glue (200grams, Non-toxic, Multi-purpose)	62.10	
2	1	box	Ballpen (Fine tip, Black, 12pcs/Box)	90.00	
3	1	box	Ballpen (Fine tip, Blue, 12pcs/Box)	90.00	
4	1	box	Ballpen (Fine tip, Red, 12pcs/Box)	90.00	
5	3	pack	Battery (AAA, 2pcs/Blister Pack)	19.73	
6	3	pack	Battery (AA, 2pcs/Blister Pack)	36.30	
7	5	box	Binder Clips (3/4" (19mm), 12pcs/Box, Black, Metal)	9.05	
8	5	box	Binder Clips (1-1/4" (32mm), 12pcs/Dozen, Black, Metal)	20.80	
9	5	box	Binder Clips (1-1/2" (50mm), 12pcs/Dozen, Black, Metal)	47.84	
10	15	pcs	Certificate Holder (Size: 8.50" x 11.00" (216mm x 279mm), Letter size, For Diplomas/Certificates/Citations)	180.00	
11	15	pack	Certificate Paper (Size: A4)	70.00	
12	1	box	Chalk (Dustless White Enamel, 100pcs/Box)	30.00	
13	20	pcs	Class Record (New edition, 500pages)	101.92	
14	5	box	Clip (Backfold, all-metal, clamping: 25mm (-1mm))	95.00	

15	1	pcs	Cork Board (18" x 24", Bulletin Cork Board)	603.30	
16	25	pcs	Correction Tape (Film Base Type, UL 6m)	14.02	
17	1	pcs	Cutter Blade (for heavy-duty cutter)	16.50	
18	1	pcs	Cutter Knife (for general purpose)	36.77	
19	2	pcs	Data File Box (Made of chipboard, with closed ends)	499.00	
20	2	pcs	Data Folder (Made of chipboard, taglia lock)	77.00	
21	1	roll	Double-Sided Tape (Excel Double Sided Foam, Size: 24mm x 10mm)	273.00	
22	1	box	Envelope (Mailing, white, with window)	499.05	
23	20	pcs	Expandable Envelope (Size: Long (dark blue))	50.00	
24	20	pcs	Expanding Envelope (Size: long, Plastic, 0.50mm Thickness)	40.00	
25	10	pcs	File Organizer (Legal, expanding, plastic, 12 pockets)	40.00	
26	15	set	File Tab Divider (Index tab, A4, 10sets/Pack, 5pcs/Sets, Assorted col	11.13	
27	5	set	File Tab Divider (Index tab, Legal Size, 10sets/Pack, 5pcs/Sets, Assc	14.23	
28	1	ream	Folder (Color: Green, Expander, Legal Size, 100pcs/Ream)	3,000.00	
29	10	pcs	Highlighter (Textliner Fluoresent)	40.00	
30	10	box	Index Tab (A4, 5 sets/box)	56.68	
31	10	box	Index Tab (Self-adhesive, transparent)	62.35	
32	1	pack	Laminating Film (A4 Size, 250Microns, 100pcs/Pack)	490.00	
33	10	roll	Masking Tape (1" 24mm)	54.60	
34	15	roll	Masking Tape (2" 48mm)	106.60	
35	125	ream	Multipurpose paper (A4, Hard copy)	133.12	
36	90	ream	Multipurpose Paper (legal size, 80gsm)	138.97	
37	30	pcs	Notebook (Writing, 100 leaves)	25.00	
38	15	roll	Packaging Tape (2")	19.97	
39	25	ream	Paper (A4 Size, mimeo)	130.00	

40	20	ream	Paper (Legal Size, mimeo)	130.00	
41	10	box	Paper Clips (Vinyl Coated, Length: 32mm)	7.76	
42	10	box	Paper Clips (Vinyl Coated, Length: 50mm)	17.14	
43	10	box	Paper Clips (Gem type, small size, 100pcs/box)	100.00	
44	15	box	Paper Fastener (50sets/box)	60.00	
45	5	box	Paper Fastener (Metal, 70mm between prongs)	120.00	
46	1	pack	Pencil (Mongol #2, 12pcs/dozen)	95.00	
47	1	pack	Pencil (Mongol #3, 12pcs/dozen)	95.00	
48	3	pcs	Pencil Sharpener (Good Quality, matrix)	15.00	
49	3	pcs	Permanent marker (Color: Red, Fine tip/Bullet Type)	12.10	
50	3	pcs	Permanent Marker (Color: Black, Fine tip/Bullet Type, 12pcs/Box)	8.98	
51	3	pcs	Permanent Marker (Color: Blue, Fine tip/Bullet Type, 12pcs/Box)	8.98	
52	5	pcs	Philippine Flag (Standard Size)	250.00	
53	15	pack	Photopaper (Glossy Photo Paper, A4, Matte Finish)	57.00	
54	4	pcs	Portafile (Long, Black)	100.00	
55	4	pcs	Portafile (Long, Blue)	100.00	
56	1	pad	Post-It (Size: 2" X 3", 100pcs/pad)	18.00	
57	2	pcs	Puncher (2-holes punch)	131.96	
58	1	box	Push Pins (hammer head type)	32.00	
59	6	book	Record Book (300pages, Size: 214mm x 278mm)	70.72	
60	5	book	Record Book (500pages, Size: 214mm x 278mm)	101.92	
61	4	pcs	Scissors (Stainless 7" w/ plastic handle)	50.00	

62	60	pcs	Sign Pen (Color: Red, 0.5)	34.61	
63	140	pcs	Sign Pen (Color: Black, 0.5)	34.61	
64	120	pcs	Sign Pen (Color: Blue, 0.5)	34.61	
65	24	pack	Special Paper (For certificate (parchment), 8-1/2",X 11", 85GSM, 100pcs/Pack, , A4 size)	18.75	
66	2	others	STAMP PAD, (felt)	38.45	
67	15	box	Staple Wire (26/6, 5,000pcs/box, No.35)	21.09	
68	5	pcs	Stapler with Staple Remover (Heavy-duty, No. 35)	120.00	
69	15	pack	Sticker Paper (A4, 80gsm,Matt, 100pcs/pack)	250.00	
70	4	pcs	Tape Dispenser (Heavy-duty, 24mm)	64.20	
71	1	box	Thumb Tacks (-)	35.00	
72	4	roll	Transparent Tape (1", 24mm)	10.09	
73	15	roll	Transparent Tape (2", 48mm)	19.97	

Place of Delivery-USTP Jasaan Campus

Delivery Period:

Price Validity:

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

Salvador-supplies
RFQ-Shopping-059-2022
Resolution No. 351 s. 2022
PR No. 202203-248

Tel. #./address/e-mail add

Date

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