



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-071-2021	Please see details below	Please see details below	Negotiated Procurement of Identified common office Supplies	₱274,995.94	Shopping 52.1b-Section, Rule XVI, Revised IRR of RA 9184

Deadline for the submission of quotation is on May 26, 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: May 23, 2022

Quotation No.: RFQ-SHOPPING-071-2022

Name of Project: Procurement of the Identified 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 May 26, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

sgd.
ATTY. KENNETH M. KEMPIS

BAC IV 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	2	pcs	"Long arm stapler, 20 sheets; Material:metal size:39 x 6 x 8cm; black"	2,000.00	
2	100	pcs	Ballpen (black) ()	5.00	
3	100	pcs	Ballpen (blue) ()	5.00	
4	50	pcs	Ballpen (red) ()	5.00	
5	12	box	Binder Clips, 1 1/4" ()	12.00	
6	20	box	Binder Clips, 2" ()	42.00	
7	10	box	Binder Clips, 3/4" ()	10.00	
8	100	pcs	Binding Clips, black, big ()	50.00	
9	20	ream	Construction Paper,Asstd. Colored ()	450.00	
10	100	pcs	Correction tape ()	30.00	
11	500	pcs	Envelope Brown, Legal size, Long ()	5.00	

12	1	box	Envelope, expanding for legal size documents; green ()	625.60	
13	500	pcs	Envelope, White, Mailing, Long ()	1.25	
14	24	pc	Eraser, Blackboard/Whiteboard ()	22.00	
15	800	pc	Folder, Long, 14 points, white ()	5.50	
16	40	bottle	Glue, all purpose, 130 ml. ()	27.50	
17	6	unit	Heavy duty plastic comb binding machine; Machine type: Comb typePunching(80g/70g-A4/Sheets): 15/18Binding(80g-A4/Sheets): 220Hole size(mm): 3X8Hole qty(pcs): 1- 21 ()	6,500.00	
18	10	pcs	Metal Scissor, 8" ()	100.00	
19	400	ream	Paper , Bond, A4 subs 20 ()	165.00	
20	20	box	Paper Clips, gem type, jumbo, 50mm,100s/box ()	17.77	
21	20	box	Paper Clips, gem type, small, 50mm,100s/box ()	16.49	
22	25	box	Paper Fastener, Plastic ()	38.00	
23	10	pcs	Paper Stapler, heavy duty desktop with staple remover; # 35 ()	300.00	
24	20	box	Paper Sticker White ()	10.00	
25	350	ream	Paper, Bond, long, subs 20 ()	180.00	
26	24	pcs	Permanent Marking Pen; fine; black; refillable ()	80.00	
27	34	pack	Photo Paper, Glossy Legal Size ()	286.00	
28	2	roll	Plastic Book Cover ()	500.00	
29	40	pcs	Plastic ring binder; 51mm (2") 500 sheets Black, White ()	200.00	
30	30	pcs	Plastic ring binder;10mm (3/ 8") 70 sheets Blue, red, Black, White ()	200.00	
31	30	pcs	Plastic ring binder;16mm (5/ 8") 150 sheets Blue, red, Black,White ()	200.00	
32	30	pcs	Plastic ring binder;28mm (1 1/8") 250 sheets Black, White ()	200.00	

33	60	pcs	Porta File, Long,Black ()	150.00	
34	10	pcs	Pressboard Folder, Plain Long ()	15.00	
35	30	pcs	Record Book, 500 pages 214mm x 278mm ()	86.85	
36	30	pcs	Sign Pen, 0.5 black ()	66.00	
37	30	pcs	Sign Pen, 0.5 blue ()	66.00	
38	100	pack	Specialty Board for Cetificates,white ()	60.00	
39	100	pack	Specialty Paper for TOR (light green) ()	40.00	
40	30	box	Staple Wire, # 35; 26/6 mm ()	33.00	
41	15	roll	Tape, clear/mounting; 1" x 50m ()	90.00	
42	15	roll	Tape, Masking, 3/4" ()	22.00	
43	32	pcs	Tape, Packaging 48mm, 50 m long ()	26.52	
44	17	box	Thumbtacks ()	10.00	

Delivery Period:

Price Validity:

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

Añasco-Stapler
RFQ-SHOPPING-071-2022
Resolution No. 485 s. 2022
PR No. 202203-508

Tel. #./address/e-mail add

Date

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