



University of Science and Technology of Southern Philippines

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
VIL-SVP-2026-0016	Please see the details on the attached RFQ.	Please see the details on the attached RFQ.	Procurement of Common Office Supplies for USTP Villanueva Campus	379,386.70	Small Value Procurement - Section 34, Rule IV, IRR of R.A. No. 12009

Deadline for the submission of quotation is on Tuesday, September 22, 2026 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through email: bacsec@ustp.edu.ph or call our telephone number 856-1738 Local 1164 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. MICHELLE MARAVILLOSA-BACARRA
BAC II CHAIRPERSON



University of Science and Technology of Southern Philippines

Date: **September 15, 2026**

Quotation No: **VIL-SVP-2026-0016**

Project Name: **Procurement of Common Office Supplies for USTP Villanueva Campus**

The Manager

Business/Trade/Store Name

Address

Please quote your lowest price on the item/s listed below, subject to the general conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **Tuesday, September 22, 2026 at 12:00 noon**.

Please enclosed in a sealed envelope.

(SGD.)

ATTY. MICHELLE MARAVILLOSA-BACARRA

BAC II, CHAIRPERSON

NOTE:

1. DELIVERY PERIOD OF **30** CALENDAR DAY UPON RECEIPT OF Purchase Order.
2. **DELIVERY LOCATION: POBLACION 1, VILLANUEVA, MISAMIS ORIENTAL - USTP VILLANUEVA CAMPUS**
3. PAYMENT TERMS: Send Bill
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
5. BIDDERS MUST INDICATE THE BRAND AND/OR MODEL NUMBER FOR EQUIPMENT AND ITS ACCESSORIES OR PERIPHERALS AND FOR ALL OTHER ITEMS IF APPLICABLE. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED IF APPLICABLE.
6. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
7. REQUIREMENTS: PHILGEPS REGISTRATION.

ITEM #	QTY	UNIT	DESCRIPTION AND SPECIFICATIONS	APPROVED UNIT COST (Php)	OFFER (Suppliers must provide Brand, Model, and detailed technical specifications for each requirement. If your offer matches the specifications, please rewrite them in this column.)	QUOTED UNIT PRICE PER OFFER
1	520.00	pc/s	12 Watts LED Bulb <i>12 Watts LED Bulb</i> POWER CONSUMPTION:12W COLOR TEMPERATURE: Daylight VOLTAGE: 220-240V	360.00	Delivery period in days:	Price validity:
2	33.00	gal	ALCOHOL <i>Ethyl, 1 Gallon</i>	357.09	Delivery period in days:	Price validity:
3	100.00	pc/s	ALKALINE BATTERY <i>for Digital Multi-tester, 23A, 12V</i>	49.50	Delivery period in days:	Price validity:
4	100.00	pck	BATTERY <i>dry cell, size AAA, Two (2) pieces per blister pack</i>	68.00	Delivery period in days:	Price validity:

5	100.00	pc/s	Battery AA <i>dry cell, double AA</i>	68.00		
					Delivery period in days:	Price validity:
6	1.00	unit	BINDING AND PUNCHING MACHINE <i>50mm binding capacity</i>	9,534.72		
					Delivery period in days:	Price validity:
7	34.00	pck	Brown Envelope long (50 pcs) <i>Brown Envelope long (50 pcs)</i>	500.00		
					Delivery period in days:	Price validity:
8	10.00	unit	CALCULATOR <i>Compact</i>	266.24		
					Delivery period in days:	Price validity:
9	15.00	rm	Carbonless continous form 11"x9.5 (4ply) .	644.00		
					Delivery period in days:	Price validity:
10	1.00	unit	Cash Box <i>Dimension: 9.3x30x23.5cm with key lock, steel construction, cash register style money clips and coin tray, with carry handle, matte grey finished</i>	2,000.00		
					Delivery period in days:	Price validity:
11	15.00	pc/s	Certificate Holder <i>Size: A4 Color: navy blue</i>	49.00		
					Delivery period in days:	Price validity:
12	4.00	box	ENVELOPE <i>Mailing, White</i>	450.32		
					Delivery period in days:	Price validity:
13	43.00	box	Fastener <i>Plastic, assorted color</i>	45.00		
					Delivery period in days:	Price validity:
14	20.00	can	FURNITURE CLEANER <i>Aerosol Type</i>	141.39		
					Delivery period in days:	Price validity:
15	105.00	pc/s	MARKER, permanent, black <i>permanent, black</i>	8.27		
					Delivery period in days:	Price validity:
16	75.00	pc/s	MARKER, permanent, blue <i>permanent, blue</i>	8.27		
					Delivery period in days:	Price validity:

17	56.00	pc/s	MARKER, whiteboard, black <i>whiteboard, black</i>	9.65		
					Delivery period in days:	Price validity:
18	32.00	pc/s	MARKER, whiteboard, blue <i>whiteboard, blue</i>	9.65		
					Delivery period in days:	Price validity:
19	15.00	pc/s	MARKER, whiteboard, red <i>whiteboard, red</i>	9.65		
					Delivery period in days:	Price validity:
20	226.00	rm	PAPER <i>Multi-Purpose, 80gsm (min.), Legal</i>	158.91		
					Delivery period in days:	Price validity:
21	348.00	rm	PAPER <i>Multi-Purpose, A4</i>	137.74		
					Delivery period in days:	Price validity:
22	10.00	bndl	RAGS <i>all cotton, 32 pieces per kilogram min</i>	69.47		
					Delivery period in days:	Price validity:
23	57.00	pc/s	Scotch Tape <i>1 inch x 100 m</i>	50.00		
					Delivery period in days:	Price validity:
24	35.00	unit	STAPLER, standard type <i>standard type</i>	197.60		
					Delivery period in days:	Price validity:
25	83.00	box	STAPLE WIRE, 35mm stapler <i>STAPLE WIRE, standard, for 35mm stapler</i>	35.00		
					Delivery period in days:	Price validity:
26	10.00	pc/s	T7000 Glue Multi Function Adhesive Epoxy <i>T7000 Glue Multi Function Adhesive Epoxy Resin Glass Touch Screen Cell Phone Repair Adhesive Glue 110ml</i>	200.00		
					Delivery period in days:	Price validity:
27	34.00	roll	TAPE <i>electrical</i>	19.45		
					Delivery period in days:	Price validity:
28	36.00	roll	TAPE <i>masking, 24mm</i>	55.68		
					Delivery period in days:	Price validity:
29	43.00	roll	TAPE <i>packaging, 48mm</i>	22.36		
					Delivery period in days:	Price validity:



University of Science and Technology of Southern Philippines

30	32.00	roll	TAPE <i>transparent, 24mm</i>	17.68		
					Delivery period in days:	Price validity:
31	15.00	roll	TAPE <i>transparent, 48mm</i>	29.12		
					Delivery period in days:	Price validity:
32	16.00	pc/s	TAPE DISPENSER <i>Table Top</i>	77.58		
					Delivery period in days:	Price validity:
33	31.00	pc/s	TAPE TRANSPARENT <i>18mm / 50 YARDS / CLEAR</i>	30.00		
					Delivery period in days:	Price validity:
34	25.00	pc/s	TAPE TRANSPARENT <i>24mm / 50 YARDS / CLEAR</i>	40.00		
					Delivery period in days:	Price validity:
35	3.00	box	Whiteboard Marker <i>Bullet tip (Blue) Refillable 12 pcs</i>	300.00		
					Delivery period in days:	Price validity:
36	3.00	box	Whiteboard Marker <i>Bullet tip (Red) Refillable 12 pcs</i>	300.00		
					Delivery period in days:	Price validity:
37	3.00	box	White Board Marker <i>Bullet tip, (Black) Refillable 12 pcs</i>	300.00		
					Delivery period in days:	Price validity:
38	10.00	btl	Whiteboard Marker Ink <i>Color: Black 30cc</i>	50.00		
					Delivery period in days:	Price validity:
39	10.00	btl	Whiteboard Marker Ink <i>Color: Blue, 30cc</i>	50.00		
					Delivery period in days:	Price validity:
40	10.00	btl	Whiteboard Marker Ink <i>Color: Red, 30cc</i>	50.00		
					Delivery period in days:	Price validity:

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

Printed Name/Signature

Cellphone/Contact No./address/E-mail

Date

Rabaya-OfficeSupplies

RFQ No. : VIL-SVP-2026-0016

BAC RES. No: SYS-MOP-2026-0004

PR No.: 2026-3585-15