



**University of Science and Technology of Southern Philippines**  
C.M. Recto Avenue, Lapanan, Cagayan de Oro City 9000 Philippines  
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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	Approved Budget for the Contract	Mode of Procurement
RFQ Shopping-013-2017	Please see details below	Please see details below	<b>Shopping for common office supplies of USTP.</b>	<b>₱182,343.57</b>	Shopping - Section 52.1b, Rule XVI, Revised IRR of RA 9184)

Deadline for the submission of quotation is on September 4, 2017 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. DIONEL O. ALBINA  
BAC Chairman



Date: September 1, 2017  
 Quotation No.: RFQ-Shopping-013-2017  
 Name of Project: Procurement for common office supplies of USTP.

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 September 4, 2017 at 12:00 noon. Please enclosed in a sealed envelope.

(sgd)  
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 Atty. DIONEL O. ALBINA  
 BAC 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) PHILGEP'S REGISTRATION

ITEM #	QTY	UNIT	DESCRIPTIONS AND SPECIFICATIONS	APPROVED UNIT COST (php)	UNIT PRICE
1	6	pack	BATTERY, dry cell AA, 2 pieces per blister pack	19.16	
2	1	pack	BATTERY, dry cell AAA, 2 pieces per blister pack	16.50	
3	33	pack	CARTOLINA, assorted color, 20 pieces per pack	70.93	
4	10	box	CHALK, white, enamel, 100 pieces per box	28.45	
5	20	box	CLIP, backfold, 19mm, 12 pieces per box	8.01	
6	46	box	CLIP, backfold, 25mm, 12 pieces per box	11.44	
7	17	box	CLIP, backfold, 32mm, 12 pieces per box	21.03	
8	32	box	CLIP, backfold, 50mm, 12 pieces per box	40.02	
9	1	piece	ERASER, felt, for blackboard/whiteboard	12.22	
10	19	piece	ERASER, plastic or rubber	2.52	
11	8	box	FASTENER, for paper, metal, 50 sets per box	62.80	
12	5	piece	FILE ORGANIZER, expanding, legal, plastic, assorted colors	77.74	
13	63	box	INDEX TAB, self-adhesive, 5 set/box, assorted colors	52.69	
14	9	set	MARKER, fluorescent, 3 colors per set	39.11	
15	12	piece	NOTE BOOK, stenographer's, 40 leaves, spiral	11.44	
16	31	box	PAPER CLIP, gem type, 48mm, 100 pieces per box	14.14	
17	38	box	PAPER CLIP, gem type, 32mm, 100 pieces per box	7.07	
18	141	piece	SIGN PEN, black	41.91	
19	71	piece	SIGN PEN, blue	41.91	
20	20	piece	SIGN PEN, red	41.91	
21	7	bottle	STAMP PAD INK, violet, 50mL	27.09	
22	75	box	STAPLE WIRE, Standard	20.81	
23	20	roll	TAPE, masking, 24mm, 50 meters length	60.63	
24	56	roll	TAPE, transparent, 24mm, 50 meters	12.01	
25	16	roll	TAPE, transparent, 48mm, 50 meters	29.17	
26	2	piece	CUTTER KNIFE, heavy duty	21.74	
27	1	unit	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	148.72	
28	9	pcs	Battery rechargeable,AAA	343.20	
29	5	pck	Battery rechargeable,AAA, 2 pcs/pack	275.00	

30	5	pck	Battery, size 9 volts 1pc/pck	99.00	
31	10	pcs	Battery AAA, heavy duty	55.00	
32	5	pcs	Battery AA , heavy duty	55.00	
33	5	pcs	Battery AA size lithium 2"s	330.00	
34	163	pcs	Ballpen (black), fine tips	7.70	
35	68	pcs	Ballpen (blue), fine tips	7.70	
36	12	pcs	Ballpen (green), fine tips	7.70	
37	69	pcs	Ballpen (red), fine tips	7.70	
38	4	box	Binder Clip, medium 1-1/4" wide 5/8" capacity black box of 12	71.50	
39	10	box	Binder Clip, medium 3/4" wide 5/8" capacity black box of 36	50.60	
40	16	pcs	Certificate Holder, A4 size	41.80	
41	15	pcs	Certificate Jackets	82.50	
42	25	bklt	Class Record, New Edition, Yellow color	35.20	
43	7	pcs	Clear book, 100leaves with black cover	154.00	
44	50	bklt	white board foldersize: A4	143.00	
45	100	pcs	Clear cover folder with slider	49.50	
46	15	pcs	Clear Folder with clip, A4 , hard	66.00	
47	3	ream	Construction Paper, Assorted colored for Account Card	495.00	
48	20	pck	Coloured Cardboard, A4, 230 gsm (50 pcs/pck)	121.00	
49	16	pck	Correction Fluid, 15ml.	13.20	
50	22	pcs	Correction Pen	24.20	
51	20	pcs	Envelope, Brown, A4 size	2.20	
52	277	pcs	Envelope, Brown, legal size	2.20	
53	82	pcs	Envelope, Brown, short	2.20	
54	30	pcs	Envelope, Expanded, long (Brown, thick)	5.50	
55	30	pcs	Envelope, expanding with string,legal brown	22.00	
56	177	pcs	Envelope, expanding, legal size	12.10	
57	10	pcs	Envelope, expanded, long , blue, thick	27.50	
58	4	bxs	Envelope, Mailing, white, Long, 500 pcs/bx	220.00	
59	15	pcs	Envelope mailing with window	3.30	
60	28	sheet	Felt Paper, assorted color	22.00	
61	15	pcs	Folder with tab, green long	18.70	
62	35	pcs	Folder, white, A4 size, 14 points	6.60	
63	11	pck	Folder, long, brown	345.40	
64	57	pcs	Folder, short, brown	5.50	
65	135	pcs	Folder, Expandable, long, brown	7.70	
66	10	pcs	Folder, Expandable, A4, brown	8.80	
67	57	pcs	Folder, short, 14 points, white	7.70	
68	20	pcs	Folder lever arch, Long	93.50	
69	1017	pcs	Folder, White, 14 points, long	11.00	
70	50	pcs	Folder, tagboard, A4 size , white	11.00	
71	200	pcs	Folder, A4 size, Clear Cover	71.50	
72	20	pcs	Folder, Plastic, sliding long	11.00	
73	10	btls	Glue, All purpose, 130 ml	22.00	
74	3	btls	Glue, all purpose, 118ml	38.50	
75	20	pcs	Lever Arch File , long, folder	253.00	
76	2	pcs	Magazine File Box, 112mm x 200mm, with open end	170.50	
77	55	pcs	Manila Paper	2.75	

78	71	pcs	Marking Pen, Permanent (black), refillable, fine	39.60	
79	29	pcs	Marking Pen, Permanent (red), refillable, fine	39.60	
80	1	pcs	Marking Pen, permanent (black) broad , refillable	61.60	
81	5	pcs	Marking Pen, Whiteboard (Black), broad	61.60	
82	14	pcs	Marking Pen, Whiteboard (Black), refillable, fine	58.30	
83	9	pcs	Marking Pen, Whiteboard (blue), refillable, fine	58.30	
84	2	pcs	Marking Pen, Whiteboard (red), refillable, fine	58.30	
85	2	pad	Memo cube pad 3" x 3" x 4.5"	60.50	
86	18	pads	Page markers, assorted ultra colors, 1/2" x 2", 100/pad	55.00	
87	41	box	Paper Fastener, plastic	96.80	
88	10	box	Pencil, No. 2	29.15	
89	2	pcs	Plastic ring binder, 12mm, A4	17.60	
90	3	pcs	Plastic ring binder, 16mm, A4	17.60	
91	50	pcs	Porta file, long, black, width, 4"	115.50	
92	12	pcs	Porta file, long, blue, width, 4"	115.50	
93	10	pcs	Porta file, long Dark red, width, 4"	115.50	
94	150	pcs	Porta file, long, red, width, 4"	115.50	
95	30	pcs	Pressboard Folder, expandable, A4 size, blue	22.00	
96	4	box	Push pin, Hammer head type	55.00	
97	2	ream	PVC cover, 300mm size: A4	825.00	
98	3	bots	Refill Ink for Permanent Marker Pen black	88.00	
99	1	bots	Refill Ink for Permanent Marker Pen blue	88.00	
100	2	bots	Refill Ink for Permanent Marker Pen red	88.00	
101	1	pcs	Ribbon, Typewriter	24.20	
102	10	pcs	Ring Binder -1" thick, 1 meter long	88.00	
103	6	box	Sheet Protector A4 (100 sheets/box)	726.00	
104	2	pcs	Sign Pen, 0.3 blue	74.80	
105	10	pcs	Sign Pen, 0.4 black	88.00	
106	10	pcs	Sign Pen, 0.4 blue	88.00	
107	10	pcs	Sign Pen, 0.5 green	77.00	
108	2	pcs	Sign Pen, 0.7 black	77.00	
109	5	pcs	Spring Notebook 50 sheets	8.25	
110	3	box	Staple wire No. 10	5.50	
111	4	btl	Tape, Double sides 1", 300 yards	16.50	
112	1	roll	Tape, Double sided 1" 5m	13.20	
113	5	roll	Tape Double sided 2" 5m	13.75	
114	2	roll	Tape Double sided 3", 5m	22.00	
115	1	roll	Tape, Double sided foam type, 24mm, 5m	17.05	
116	3	roll	Tape, Double adhesive 1", 5m	39.60	
117	9	roll	Tape Duct, 2", gray	93.50	
118	4	roll	Tape, Masking , 3",	99.00	
119	25	roll	Tape, Masking , 5"	23.10	
120	5	roll	Tape, packaging, 1"	21.29	
121	11	roll	Tape, packaging, 3"	62.26	
122	3	roll	Tape, transparent, (3") 300yards	33.00	
123	1	roll	Tape, transparent, 4"	38.50	
124	25	roll	Tape, transparent, 5"	38.50	
125	3	roll	Tape, transparent , 3/4"	33.00	
126	1	pcs	Traingular Scale	275.00	
127	9	box	Thumbtacks, 100pcs/box	11.00	
128	100	pcs	Book End, (5" X 8"). METAL	88.00	
129	2	unit	Corkboard , small, 2' x 3'	203.50	

130	7	pcs	Stapler w/ remover,no.35, heavy duty	165.00	
131	45	sheet	Cartolina (black), 120 gsm	7.70	
132	10	sheet	Cartolina (red), 120 gsm	7.70	
133	25	sheet	Cartolina (white), 120 gsm	7.70	
134	5	ream	Paper, Book, Short size subs 20	187.00	
135	5	ream	Paper, mimeo, Groundwood, 216mmx330mm (8-1/2" x13") Legal size	113.30	
136	5	ream	Paper, Whitewove, A4 size, subs. 18	500.50	
137	14	ream	Paper, Whitewove, A4 size, subs. 20	500.50	
138	12	ream	Paper, Whitewove, long subs. 20	152.90	
139	5	ream	Mimeographing Paper (Whitewove A4)	107.80	
140	2	ream	Paper Stationery A4 (white)	220.00	
141	5	pcks	Photo paper, glossy legal size	165.00	
142	5	packs	Colored paper, Assorted color	27.50	
143	13	pack	Sticker Paper, (white), A4 high gloss	72.60	
144	2	pck	Sticker paper (white matte) (1000pcs) long	22.00	
145	5	pcks	Special paper for TOR (light green), Long	44.00	
146	5	pcks	Specialty Board for Certificates, assorted colors	28.60	

Brand Name:

Delivery Period:

Price Validity:

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Tel. #./address/e-mail add

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Date