



Republic of the Philippines
KALINGA STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Website: <http://ksu.edu.ph> Email: procurementservice_bac@ksu.edu.ph Contact No.: 0917-774-4185

Procuring Entity : **KALINGA STATE UNIVERSITY** RFQ No. : **RFQ2018-05-0029**
Standard Form Title : **REQUEST FOR QUOTATION** Date : **May 29, 2018**
Revised on : Office/End-user: **Different Offices**

Company Name : _____
Business Address : _____
T.I.N. : _____

Name of Project : **OFFICE SUPPLIES FOR DIFFERENT OFFICES USE**
Location of Project: **KALINGA STATE UNIVERSITY – MAIN CAMPUS, BULANA0, TABUK CITY, KALINGA**
Approved Budget for the Contract: **Php416,580.00**
Website Posting : **MAY 30, 2018 TO JUNE 4, 2018**

Please quote your government price, taxes included and FOB, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative **not later than 10:00 o'clock of June 4, 2018 in a sealed envelope** to the Office of the Bids and Awards Committee (BAC) stated above **or thru e-mail at procurementservice_bac@ksu.edu.ph** and shall be opened on the same day at 10:01 o'clock.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Price validity shall be for a period of 30 calendar days.
3. Evaluation and award shall be on per item basis.
4. The following required documents shall be attached upon submission of this RFQ:
 - a) CY 2018 Mayor's/Business Permit, and
 - b) PhilGEPS Registration Number.
5. The total price quoted is subject to withholding tax and payable check.
6. Delivery of items is required within Fifteen (15) days.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or his/her duly authorized representative/s.
8. The KSU reserves the right to accept or reject any or all quotations and to impose additional terms and conditions, as it may deem proper.


AMADO P. IMPER, PhD
BAC Chairman

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Accession Book, 80 two-page Spread with seven Columns, for Library Use	6	pcs		
2	Adapter, 300mbps Wireless N PCI-Express	2	units		
3	Adhesive, Excel, Rugby, 350ml	4	bottles		
4	Air Freshener, Aerosol, 280ml/150g min.	53	cans		
5	Air Freshener, Spray, Glade, 300ml	3	can		
6	Ballpen, HBW, Black	261	pcs		
7	Ballpen, Pilot, Black	126	pcs		
8	Bathroom Deodorizer Refill, 100g	1	pc		
9	Bathroom Soap, preferably Safeguard, Jumbo Size	6	pcs		
10	Battery, AA, preferably Eveready	4	pairs		
11	Battery, dry cell, AA, 2pcs/Blister Pack	7	packs		
12	Battery, dry cell, AAA, 2pcs/Blister Pack	2	packs		
13	Bedsheet, King Size	2	pcs		



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
14	Bedsheet, Single Size	10	pcs		
15	Binder Clip, 2" (51mm)	24	pcs		
16	Blanket, Cotton, 3' x 7'	10	pcs		
17	Bleach, preferably Zonrox, 500ml	10	bottles		
18	Book Holder, for Library use	6	pairs		
19	Book Paper, Letter	74	reams		
20	Broom, Soft (tambo), 200g min. tiger grass	8	pcs		
21	Broom, Stick (tingting)	15	pcs		
22	Bucket Floor Spin Mop, preferably Tornado Mop	1	pc		
23	Calculator, Compact, Electronic, 12 digits cap	1	pc		
24	Certificate Frame, 8.5" x 11"	12	pcs		
25	Certificate Frame, 8.5" x 13" with Mating	25	pcs		
26	Cleaner, Toilet Bowl and Urinal, 900ml-1,000ml capacity	30	bottles		
27	Clear book, Legal	4	pcs		
28	Cloth for Table Skirting, Satin, (Accre Room), Blue, 100yards/roll	1	roll		
29	Coffee Mugs, Cream, Medium Size	20	pcs		
30	Colored Paper, Assorted Colors, Legal	8	reams		
31	Colored Paper, Assorted Colors, Letter	4	reams		
32	Continuous Form, 3ply, 11" x 5.5", Carbonless	11	boxes		
33	Continuous Form, 3ply, 280x241mm, 5000sets/box, Carbonless	29	boxes		
34	Cork Board, Assembled with Frame, 2' x 3'	3	pcs		
35	Correction Fluid, Touch and Go, 15ml	20	pcs		
36	Curtain, Apple Green, Regular/Standard Size	14	pcs		
37	Curtain, Emerald Green, Lace, H-7ft., W-55"	10	pcs		
38	Cutter Blade, L500, 10pcs/tube	13	tube		
39	Cutter, Heavy Duty, for Cutting Paper	1	unit		
40	Cutter, metal base rotary paper cutter preferably X-Acto 15"	2	units		
41	Data File Box with Cover, Black	18	pcs		
42	Detergent Powder, All Purpose, 1kg/plastic pouch	59	packs		
43	Digital Voice Recorder, Memory-4 to 8GB, with USB port	1	unit		
44	Dishwashing Liquid, Joy, 250ml	35	bottles		
45	Dishwashing Liquid, Joy, 500ml	7	bottle		
46	Dishwashing Sponge, Multi-Purpose Sponge Scouring	3	pcs		
47	Door Mat, Cloth	11	pcs		
48	Door Mat, Plastic	2	pcs		
49	Door Mat, Rubberized	7	pcs		
50	Doorknob, Kwikset	4	pcs		
51	Double Sided Tape, 1"	24	rolls		
52	Double Sided Tape, 2"	5	rolls		



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53	Duster Cloth	5	pcs		
54	Envelope, Brown, Letter	25	pcs		
55	Envelope, Documentary, for A4 Size Document	6	packs		
56	Envelope, Mailing, 500pcs/box	3	boxes		
57	Extension Cord, 15m/roll, 5 female outlets	1	roll		
58	Fabric Conditioner, 1 liter	2	bottle		
59	Facial Tissue, 12rolls/pack	3	packs		
60	File Box with Cover, Black	1	box		
61	File Box, Legal	10	boxes		
62	File Organizer, Expanding, Plastic, Assorted Color, Legal	1	pc		
63	File Organizer, Metal, 2 layers	1	pc		
64	Flash Drive, 16GB	16	pcs		
65	Floor Wax, Paste, 2kg	20	cans		
66	Folder, Brown, Letter	3	packs		
67	Folder, Expanding, Metal Tab	203	pcs		
68	Folder, Morocco, Legal	20	pcs		
69	Folder, Plastic, Sliding, Legal	10	pcs		
70	Folder, Plastic, Sliding, Letter	10	pcs		
71	Folder, Pressboard, 240mm x 370mm (-5mm)	65	pcs		
72	Folder, Pressboard, Green, Legal	2	boxes		
73	Garbage Bag, Black Plastic, XXL, 10pcs/roll	3	rolls		
74	Glass Cleaner, Mr. Muscle, 1,000ml	2	bottles		
75	Glass Pad, 121.5cm x 75.5cm	1	pc		
76	Glue Gun, Heavy Duty, Medium Size	1	pc		
77	Glue Stick, Large	26	pcs		
78	Hand Gloves, Heavy Duty	5	pairs		
79	Hand Towel, White	4	pcs		
80	Index Card, 3 x 5	2	box		
81	Index Card, 3 x 6	50	pcs		
82	Index Tab, 5sets/box	62	boxes		
83	Ink Cart, for Brother Printer, DCP-T700W, Black	4	bottles		
84	Ink Cart, for Brother Printer, DCP-T700W, Cyan	2	bottle		
85	Ink Cart, for Brother Printer, DCP-T700W, Magenta	2	bottle		
86	Ink Cart, for Brother Printer, DCP-T700W, Yellow	2	bottle		
87	Ink Cart, for Brother Printer, MFC-J200, Black	1	bottle		
88	Ink Cart, for Brother Printer, MFC-J200, Cyan	1	bottle		
89	Ink Cart, for Brother Printer, MFC-J200, Magenta	1	bottle		
90	Ink Cart, for Brother Printer, MFC-J200, Yellow	1	bottle		
91	Ink Cart, for Epson Printer, T6641, Black	2	bottles		



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92	Ink Cart, for Epson Printer, T6642, Cyan	77	bottles		
93	Ink Cart, for Epson Printer, T6644, Yellow	77	bottles		
94	Ink, Toner, for Copier Gestetner, MP2014D	2	pcs		
95	Light Scribe CD-RW Discs	10	pcs		
96	Linen Board, 180gsm, 10pcs/pack, Legal	47	packs		
97	Linen Board, 180gsm, 10pcs/pack, Letter	45	packs		
98	Linen Board, 180gsm, 10pcs/pack, White	15	packs		
99	Linen Paper, Assorted Color, Legal	12	packs		
100	Linen Paper, Assorted Color, Letter	7	packs		
101	Linen Paper, Cream, Legal	10	packs		
102	Linen Paper, Cream, Letter	10	packs		
103	Linen Paper, White, Legal	20	packs		
104	Linen Paper, White, Letter	50	packs		
105	Liquid Soap, 500ml	1	bottle		
106	Marker, Flourescent, Green	4	pcs		
107	Marker, Flourescent, Orange	6	pcs		
108	Marker, Permanent, Black, Pilot, 12pcs/box	9	boxes		
109	Marker, White Board, Black, Pilot, 12pcs/box	4	boxes		
110	Medal Gold	30	pcs		
111	Moisturizer, Fingertip, Money Counting	5	pcs		
112	Mop bucket, Rubber, M/s	1	unit		
113	Organizer, Steel, 3 layers	1	unit		
114	Pad Paper, Yellow, Ruled	8	pads		
115	Padlock, Big Size, preferably Amerilock	4	pcs		
116	Pail, 10liters, Rubber	1	pc		
117	Pail, Plastic, M/s	1	pc		
118	Pail, preferably Orocan with Cover, 16 liters capacity	3	pcs		
119	Pail, preferaly Orocan, 100liters, Red	1	pc		
120	Pail, Small Size, Plastic	1	pc		
121	Paper Bag, Medium Size	20	pcs		
122	Paper Clip, 33mm, 100pcs/box or 52g	65	boxes		
123	Paper Cutter, 350 x 350	1	unit		
124	Paper, Multicopy, Letter	28	reams		
125	Paper, PPC, A3	8	reams		
126	Pen, Multi-mark Fine Pen, Faber castle	2	pcs		
127	Philippine National Flag	1	pc		
128	Photo Paper, 20pcs/pack, Letter, Glossy	4	packs		
129	Puncher, Paper, Heavy Duty with Two Holes & Guide	16	pcs		
130	Push Pin, flat head, assorted colors, 100pcs/case	18	cases		



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131	Push Pin, Hammer Head Type, 100pcs/box	26	boxes		
132	Rags, All Cotton, 32pcs/kilo/bundle	1	bundle		
133	Record Book, 300 pages, 214mm x 278mm min.	45	books		
134	Record Book, 500 pages, 214mm x 278mm min.	10	books		
135	Ribbon Cartridge, for Epson Printer, LX310	18	pcs		
136	Ring Binder 2"	18	pcs		
137	Ring Binder, 1 & 1/4"	4	pcs		
138	Ring Binder, 1"	23	pcs		
139	Ring Binder, 1/2"	19	pcs		
140	Ring Binder, 3"	18	pcs		
141	Rubber Band, 70mm min lay flat length, #18	7	boxes		
142	Rubber Band, Small Size	9	pcs		
143	Ruler, Plastic, 450mm	6	pcs		
144	School Register, School Form 1 (SF1)	30	pcs		
145	Scissor, Heavy Duty, Big Size, Wide Handle	13	pairs		
146	Scissors, Symmetrical, Blade length: 65mm	22	pairs		
147	Sign Pen, Blue, Pilot G-Tech-C4, 0.4, Black	5	pcs		
148	Stamp Pad Ink, Purple or Violet, 50ml (min.)	28	bottles		
149	Staple Wire, #10	2	boxes		
150	Staple Wire, 1208 FA-h, 8mm	5	boxes		
151	Staple Wire, 23/10, 500pcs/box	1	box		
152	Staple Wire, 23/13, 1,000pcs/box	1	box		
153	Staple Wire, 23/15mm, 90-140 sheets	1	box		
154	Staple Wire, 23/17, 1,000 pcs/box	1	box		
155	Staple Wire, 23/20, 20mm, 140-200 Sheets	1	box		
156	Staple Wire, 23/23, 1,000pcs/box	1	box		
157	Staple Wire, 23/6	1	box		
158	Stapler with Staple Remover, Max	2	pcs		
159	Stapler, binder type, HD for high volume, stapling, 25- 135 sheets stapling capacity, with adjustable paper guide	2	units		
160	Stapler, Deli No. 0394, Office Series	1	unit		
161	Stapler, No. 0394	1	unit		
162	Sticker Paper, White, Legal	10	packs		
163	Table Cloth, Light Blue	3	yards		
164	Table Cover, 7 x 5 for Accreditation Room	6	pcs		
165	Table Napkin, Empress 350 Folded	2	packs		
166	Tape, Adhesive	5	rolls		
167	Tape, Dispenser, Heavy Duty	1	pc		
168	Tape, Double Sided, 1", 50m/roll	18	rolls		



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169	Tape, Double Sided, 1/2"	5	rolls		
170	Tape, Duct, 2"	7	rolls		
171	Tape, Transparent, 24mm	99	rolls		
172	Tape, Transparent, 48mm	50	rolls		
173	Toilet Bowl Cleaner, 500ml	36	bottles		
174	Toilet Bowl Pump, Rubber	3	bottles		
175	Toilet Deodorant Cake, 3pcs/pack	15	packs		
176	Toilet Tissue paper, 2plys Sheets, 150pulls, 12 rolls/pack	7	packs		
177	Toilet Tissue Paper, 3ply, 12rolls/pack	28	packs		
178	Toner, compatible for Gestetner Copier	2	bottles		
179	Trash Bin with Cover, Plastic	2	pcs		
180	Trash Bin, Medium Size, 20" height	15	pcs		
181	Trash Can with Plastic Cover, 60 liters capacity	9	pcs		
182	Trash Can, small size	4	pcs		
183	Troly Cart, 4 Wheels, Flat Bed, 300kg. Capacity	1	unit		
184	Water Dipper (tabo), preferably Orocan	4	pcs		
185	White Board, 2' x 3'	1	unit		
186	White Board, 3' x 5'	1	unit		
187	White Board, 4' x 8'	1	unit		
188	White Board, Reversibe with Aluminum Stand and Frame, 4' x 5'	1	unit		
	X-X-X-X-X-X-X-X-X-X				
Grand-total Amount (Php):					
Amount in words:					

Brand and Model : _____ Performance Security : N/A
 Delivery Period : _____ Price Validity : _____

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

_____ Printed Name/Signature/Date

_____ Tel. No./Cellphone No./Email Address