



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
 National Highway, Purok 6, Bulanao Centro, Tabuk City, Kalinga 3800  
 Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) Contact No.: 0917-822-6145

Procuring Entity : **KALINGA STATE UNIVERSITY** RFQ No. : **RFQ2018-08-0746**  
 Standard Form Title : **REQUEST FOR QUOTATION** Date : **August 14, 2018**  
 Revised on : Office/End-user : **BAO Auxiliary**

Company Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_  
 T.I.N. : \_\_\_\_\_

Name of Project : **PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR USE OF DIFFERENT OFFICES**  
 Location of Project : **KALINGA STATE UNIVERSITY – MAIN CAMPUS, BULANA0, TABUK CITY, KALINGA**  
 Approved Budget for the Contract : **Php 714,816.40**  
 Website Posting : **AUGUST 18-22, 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 August 22, 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](mailto: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 120 calendar days.
3. The following required documents shall be attached upon submission of this RFQ:
  - a) CY 2018 Mayor's/Business Permit, and
  - b) PhilGEPS Registration Number.
4. The total price quoted is subject to withholding tax and payable check.
5. Delivery period is within 12 working days upon receipt of the Purchase Order (PO). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
6. Evaluation of items and multiple Award of Purchase Orders shall be made per item basis, which complies with the minimum description as stated below and the terms and conditions hereto stated.
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.
9. The winning Supplier has the following responsibilities to perform:
  - a) To deliver the items as per the detail specifications.
  - b) To warrant that the goods, including packaging, conform to the specifications for the items and are fit for the purposes and are free from defects in workmanship and materials.
  - c) To ensure that items to be delivered shall conform to the Green Procurement Programs of the government pursuant to EO No. 301 issued in 2004.
  - d) Not charged KSU should any items delivered be found defective, and such condition is found to be attributable to the supplier.

**AMADO P. IMPER, PhD**  
 BAC Chairman

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen, Pilot, Black	24	pcs		
2	Bathroom Deodorizer, albatros, big size	4	pcs		
3	Battery, dry cell, AAA, 2 pieces per blister pack	5	pairs		
4	Bleach, preferably Zonrox, 500ml	3	bottles		
5	Book Cart, truck, (wooden, 20 pockets, pocket size 10.5" wide, 1.25 depth)	2	pcs		
6	Book Stand (225 mm x 300 mm)	5	pcs		
7	Bulb, Flourescent, 40w	90	set		



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
8	Bulletin Board	1	unit		
9	Cabinet, 4 drawer, steel, with safe vault	2	units		
10	Certificate Frame (8.5"x11")	5	pcs		
11	Certificate Frame (8.5"x13")	10	pcs		
12	Certificate Holder, Legal	10	pcs		
13	Chair, monobloc, without armrest, beige	4	pcs		
14	Coffee Cups	7	pcs		
15	Colored Paper, Assorted Colors, Legal	2	reams		
16	Colored Paper, Assorted Colors, Letter	1	ream		
17	Cork Board, assembled, with frame, size: 3'x3'	1	unit		
18	Correction Tape, Disposable, usable Length of 6 meters	2	pcs		
19	Curtain, with curtain rods	1	set		
20	Curtains (good for an aircon room), 80"L, with complete accessories (rods, end poles, curtain holders)	4	panels		
21	Curtains, Ringed, Cloth, Light Green	20	pcs		
22	Detergent , Liquid	3	liters		
23	Dish Cabinet (preferably: ZOOEY Cabinet) 4ft, transparent doors, 4 drawers w/ engraved design	1	pc		
24	Door Mat (Cloth)	2	pcs		
25	Double Sided Tape, 1"	2	rolls		
26	Duct Tape, 2"	1	roll		
27	Electric Floor Polisher, heavy duty	1	unit		
28	Envelope, Documentary, for Legal size document, 500 pieces per box	1	boxes		
29	Envelope, Documentary, letter	2500	pcs		
30	Extension Cord, 15m/roll, 5 female outlets	1	roll		
31	Extension, Omni Universal Extension Wheel, 15m	2	roll		
32	Face Masks, 3 ply with ear loops, disposable, 50pcs/box	7	boxes		
33	Female Plug	1	pcs		
34	First Aid Kit, complete set	1	set		
35	Garbage Bins, Large ,preferably Orocan plastic with opening cover	2	pcs		
36	Gas Tank Refill, 11kgs	1	unit		
37	Glue Gun, heavy duty, big size	2	pcs		
38	Glue, all purpose, gross weight: 200 grams min	6	jars		
39	Gun tucker wire	1	pc		
40	Hand Sanitizer Dispenser, wall mounted, 1000ml cap, refillable, with accessories	1	unit		
41	Illustration Board, whole	20	pcs		
42	Index Tab, 5 sets/box	15	boxes		
43	Ink Cart, compatible for Epson Printer, T6641, Black	15	carts		
44	Ink Cart, compatible for Epson Printer, T6642, Cyan	19	carts		
45	Ink Cart, compatible for Epson Printer, T6643, Magenta	16	carts		
46	Ink Cart, compatible for Epson Printer, T6644, Yellow	15	carts		
47	Linen Board, 180gsm, 10pcs/pack, Legal	60	packs		
48	Magazine Stand, Steel Literature Rack, Brochure Holder	4	units		
49	Magazine stand, wooden (Solid Hardwood, 3 inches heavy duty wheels, 15 inches clearance between shelves	2	units		
50	Male Plug	1	pc		
51	Marker, Permanent, Broad and Pointed	3	pcs		
52	Marker, Permanent, bullet type, black	72	pcs		



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
53	Nuts and bolts for steel shelves	272	sets		
54	Organizing tray/rack, 3 layers	1	unit		
55	Paper Clip, 33mm, 100pcs/box or 52g	2	boxes		
56	Paper, Multicopy, Letter	2	reams		
57	Percolator, 15lit capacity, heavy duty, stainless	2	units		
58	Photo Paper, 20pcs/pack, Legal, Glossy	1	pack		
59	Pin, Steel, size: 26mm	20	mat		
60	Push Pin, flat head type, assorted colors, 100s/case	3	box		
61	Push Pin, hammer head type, 100pcs/box	2	box		
62	Ring Binder, 1"	5	pcs		
63	Roller Ball Refill, Black	10	pcs		
64	Rubber Band, small size	2	box		
65	Rubberized Hand Glove, b/s. Material: Natural Rubber (provides flexibility and resistance to a wide variety of acids, caustics, salts, detergents and alcohols)	6	pcs		
66	Ruler, Plastic, 450mm	5	pcs		
67	Scissors, symmetrical, blade length: 65mm	1	pairs		
68	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	12	pcs		
69	Stamp Pad Ink, purple or violet, 50ml (min.)	2	bottles		
70	Stamp Pad, Rubber, regular size	5	pcs		
71	Stapler with Staple Remover, Max	1	pc		
72	Steel shelves	15	sets		
73	Sticker Paper, White, Legal	5	packs		
74	Swivel Chair, Junior Executive	1	unit		
75	Table Glass Pad	2	pcs		
76	TABLE, monobloc, square, 36" X 36", beige, 4 seater	1	unit		
77	Table, OPAC	3	units		
78	Table, Tailee Furniture #1302, Office Table with 4 drawers and lock, Dimension: W46" x D22.4" x H28.4"	1	unit		
79	Table, with Chair, for Computer Desktop	1	set		
80	Toilet Bowl Brush, wooden handle	1	pc		
81	Toilet Bowl Cleaner, 1000ml	1	bottle		
82	Toilet Deodorant Cake, 3 pcs/pack	5	packs		
83	Toilet Rubber Pump with wooden handle	1	pcs		
84	Trash Bin, medium size, 50" height	2	pcs		
85	UPS Back-up Battery, 650VA	2	units		
86	Water Dispenser, 30x30x85	1	unit		
87	Wooden TV Stand (39.37"L x 15.748"W x 15.3543"H)	1	unit		
	x-x-x-x-x-x-x-x-x-x				
<b>Grand-total Amount (Php):</b>					
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