



Standard Form Number : SF-GOOD-60

## REQUEST FOR QUOTATION

Date : October 20, 2017

RFQ No. : 2017-10-0718

Company Name \_\_\_\_\_

Address \_\_\_\_\_

**Sir/Madam:**

Please quote your government price, taxes included, FOB, Kalinga State University stating the earliest possible time for the delivery of the items(s) listed below, subject to the Instructions to Suppliers attached as Annex "A", as per specification indicated and furnishing descriptive brochure, catalogues, and/or literature if available.

Name of Contract : **Purchase of Office Supplies and Equipment for Research and Extension Use**

Location of Contract: **Kalinga State University – Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga**

Approved Budget for the Contract: **Php 553,600.00**

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT
	<b>OFFICE SUPPLIES AND CONSUMABLES</b>		
1	FOLDER, TAGBOARD, for legal size documents ,100 pieces/ pack	3	pack
2	INK CART, for Epson L-series Printers	18	sets
3	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	100	reams
	<b>OFFICE MATERIALS AND EQUIPMENT</b>		
4	<b>CABINET</b> , Wood, L4"x H4"x W20"	1	unit
5	<b>CAMERA</b> , Digital, 21.1 Megapixel, Rechargeable Battery Pack, AC Adaptor, Micro USB cable, Shoulder Strap; SHOOTING FUNCTIONS: Face Detection; Grid Line; Smile Shutter; Digital Level Gauge	9	units
6	<b>NETBOOK LAPTOP</b> , Minimum Specifications are the following: Processor: 2.00GHz; Operating system: 64bit Windows 7; Screen: 11.6 inch diagonal, 1366 x 768 pixels; RAM: 2 GB; 500Gb hard disk; 2 USB 2 ports, 1 USB 3 port; HDMI port; SD card reader; Gigabit Ethernet port; Full sized keyboard; Dimensions: 288m wide, 210mm deep, 21.2mm thick at the thickest point; Weight: 1.3Kg; Additional software: Microsoft and Anti-virus	18	units
7	<b>PRINTER</b> , All-in-One Ink Tank, up to 33ppm print speed, up to 5760 dpi x 1440 dpi Print Resolution, Warranty of 2 years or 30,000 pages whichever comes first	18	units
8	<b>SENIOR EXECUTIVE CHAIR</b> , high back with tilting and reclining backrest, gas lifts swivel base and leather finish, color: black	5	units
	x-x-x-x-x-x-x-x-x-x-x-x-x-x		

Please submit the duly signed Price Quotation Form (Annex "B") in a sealed envelope or thru e-mail at [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) not later than October 25, 2017 at 10:00 AM.

  
 AMADO P. IMPER, PhD  
 BAC Chairman