



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11958234  
**Procuring Entity** NEGROS ORIENTAL STATE UNIVERSITY  
**Title** Office Supplies (RFQ0187)  
**Area of Delivery** Negros Oriental

<b>Solicitation Number:</b>	RFQ0187	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment		
<b>Approved Budget for the Contract:</b>	PHP 562,091.00	<b>Document Request List</b>	3
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	11/04/2025
<b>Contact Person:</b>	Jose Alcantara Clarion, Jr. Staff Kagawasan Avenue, Dumaguete City Negros Oriental Philippines 6200 63-35-5225050  joseclarion@norsu.edu.ph	<b>Last Updated / Time</b>	11/04/2025 00:00 AM
		<b>Closing Date / Time</b>	14/04/2025 17:00 PM

#### Description

Please see the attached file.

Note: If you have any inquiries, please call 035522-5050 local 1123 or email bacsecretariatmain.tracing@norsu.edu.ph or bacsecretariatmain.canvassing@norsu.edu.ph. Thank You.

**Created by** Jose Alcantara Clarion, Jr.  
**Date Created** 10/04/2025

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RA 9299 Republic of the Philippines June 25, 2004  
**NEGROS ORIENTAL STATE UNIVERSITY**  
 NOPS (1907) NOTS (1927) EVSAT (1968) CVPC (1983)  
 Kagawasan Avenue, Dumaguete City, Negros Oriental, Philippines 6200  
 Phone: (63) (35) 225-9400 Fax: 225-4751 Email: president.office@norsu.edu.ph www.norsu.edu.ph

Item Type: Office Supplies  
 Type of Canvass: SHOPPING



**BIDS AND AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION (RFQ)**

Office/End User: GLENN D. LUMJOD

RFQ No: 0187

PR No. & Date: 2025-03-0187/ 04-03-25

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel. No \_\_\_\_\_  
 Sir/Madam: \_\_\_\_\_

TIN: \_\_\_\_\_  
 PhilGEPS Reg. No.: \_\_\_\_\_

Please quote your price for the items specified below, taking into consideration the following:

**PROCUREMENT TERMS & CONDITIONS FOR NOT AVAILABLE IN PSDBM**

- 1) All entries must be typewritten or legibly written.
- 2) Bidders may quote for any or all item(s).
- 3) Delivery within 45 calendar days, upon receipt of the approved Purchase Order (PO).
- 4) Price validity shall be for a period of 120 calendar days from the date of opening.
- 5) Terms of Payment:
  - ☒ Option 1: One-time Payment shall be processed after delivery and upon the submission of the required supporting documents in accordance with budgeting, accounting, auditing laws, rules, and regulations.
  - ☐ Option 2: Monthly payment shall be processed upon the submission of the required supporting documents in accordance with budgeting, accounting, auditing laws, rules, and regulations.
- Warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies, if applicable.
- 7) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay pursuant to Section 71.1.4 of IRR RA 12009.
- 8) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.
- 9) The Approved Budget for the Contract is Php **562,091.00**
- 10) Quotations exceeding the Approved Budget for the Contract shall be disqualified.

Canvasser

**MERIVIC G. CATADA, Ph.D.**  
 BAC Chairperson

Stock No.	Qty	Unit	Particulars	ABC (Approved Budget for the Contract)	BRAND NAME PRODUCT	BID PRICE	
						UNIT PRICE	TOTAL AMOUNT
1	2	roll	ACETATE, gauge # 3, 50m	8,000.00			
2	50	pack	BATTERY, AA, 2 pieces per blister pack, (capacities between 1,300mAh and 2,900 mAh) (NiMH)	10,000.00			
3	50	pack	BATTERY, AAA, 2 pieces per blister pack, (capacities between 1,300mAh and 2,900 mAh) (NiMH)	10,000.00			
4	100	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	3,000.00			
5	95	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	3,325.00			
6	2	box	DATA FOLDER, made of chipboard, taglia lock (archfile) 50 pcs/box, long	24,000.00			
7	60	pcs	Data man, single	9,000.00			
8	100	box	FASTENER, METAL, 70mm between prongs	10,000.00			
9	50	pcs	FLASH DRIVE, 16 GB capacity (3.0)	30,000.00			
10	19	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100's/pack	57,000.00			
11	49	pack	FOLDER, tagboard legal white (100/pack)	73,500.00			
12	50	bot	GLUE, all purpose, 240g, Bonds strongly and dries clear	12,500.00			
13	50	box	INDEX TAB, Self-adhesive, transparent	11,000.00			



14	10	bundle	Cartolina, Assorted color (20pcs/ bundle)	3,000.00		
15	10	box	MARKER, whiteboard, black, felt tip, bullet type, 12pcs/box	6,000.00		
16	500	pad	DTR (form) white, good quality	25,000.00		
17	100	box	PAPER CLIP, vinyl/plastic coat, length:32mm min	2,000.00		
18	100	box	PAPER CLIP, vinyl/plastic coat, length:48mm min	3,500.00		
19	5	pack	PAPER, PHOTO, A4, 20 pcs/pack	1,080.00		
20	36	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12's/box	4,176.00		
21	5	box	Documentary, envelope expandable long, 100pcs/box, brown color	17,500.00		
22	34	box	Staple wire heavy duty no.0015, 23/10, 500pcs	3,400.00		
23	150	pack	Sign here post it tape flag assorted colors (arrow head) 100pcs/pack	48,000.00		
24	600	ream	Bondpaper, 70gsm long, white good quality	150,000.00		
25	720	pcs	Ballpen, good quality, black	10,800.00		
26	720	pcs	Ballpen, good quality, blue	10,800.00		
27	50	roll	Tape, Double Sided, 1 inch	3,750.00		
28	48	roll	Tape, Masking, width: 48mm (±1mm)	5,760.00		
29	100	roll	Tape, transparent, width: 24mm (±1mm)	6,000.00		
			<b>TOTAL</b>	<b>562,091.00</b>		

\*Note: The above quoted prices are inclusive of all costs and applicable taxes.

The Bidder may provide copy of product picture, brochure, specifications, and the like.

Please fill-out this portion legibly and completely:

Signature over Printed Name

of Authorized Representative: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**To be filled out by the Canvasser**

**Attachments submitted by the Bidder:**

☐ With Mayor's/Business Permit(VALID, if expired provide OR)

☐ With Omnibus Sworn Statement (if ABC is above P50,000.00)

☐ With ITR (if ABC is above P500,000.00)

☐ With PhilGeps Certificate(VALID, if expired provide OR)

Attested by:

Date:


Certified Correct

REYMIL T. CADAPAN, MBA  
BAC Secretariat

**NOTE: FAILURE TO SUBMIT REQUIRED ATTACHMENTS MAY RESULT TO DISQUALIFICATION**