	MARIANO MARCOS STATE UNIVERSITY Procurement Division	Document Code	PD-FRM-002	
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REQUEST FOR QUOTATION (RFQ)

Date: 3/14/2022
 PR No. 2022-03-042 (07308603) LAB SCHOOLS
 BATAAC

Sir/Madam:

Please quote your lowest price on the item/s listed below, and submit your quotation duly signed by you or your duly authorized representative not later than **3 days** subject to the Terms and Conditions provided at the last page of this RFQ.


Delivery period must be at least within 10 days upon receipt of the Notice to Proceed or Purchase Order.

For any clarification, you may email us at bac@mmsu.edu.ph.


 BAC Chair


ITEM	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
1	10	bottle	STAMP PAD INK, purple or violet	46.20	
2	2	box	CARBON FILM, PE, black, size 210mm x 297mm	331.50	
3	2	box	CARBON FILM, PE, black, size 216mm x 330mm	312.78	
4	10	pack	CARTOLINA, assorted colors	125.58	
5	5	box	CONTINUOUS FORM, 1 PLY, 280 x 241mm	1,023.36	
6	5	box	CONTINUOUS FORM, 1 PLY, 280 x 378mm	1,544.40	
7	5	box	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	2,293.20	
8	5	box	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	1,359.54	
9	5	box	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	1,326.00	
10	5	box	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	2,262.00	
11	5	bundle	LOOSELEAF COVER, made of chipboard, for legal	1,192.44	
12	10	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	55.59	
13	10	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	88.92	
14	10	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	71.60	

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15	20	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	255.84	
16	20	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	272.13	
17	20	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	192.66	
18	20	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	254.10	
19	10	pad	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	43.68	
20	10	ream	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	152.57	
21	10	roll	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	83.46	
22	20	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	77.00	
23	20	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	128.70	
24	10	jar	GLUE, all purpose, gross weight: 200 grams min	93.15	
25	10	box	STAPLE WIRE, for heavy duty staplers, (23/13)	29.64	
26	10	box	STAPLE WIRE, STANDARD, (26/6)	33.83	
27	10	roll	TAPE, ELECTRICAL, 18mm x 16M min	28.01	
28	10	roll	TAPE, MASKING, width: 24mm (±1mm)	81.90	
29	10	roll	TAPE, MASKING, width: 48mm (±1mm)	159.90	
30	10	roll	TAPE, PACKAGING, width: 48mm (±1mm)	29.96	
31	20	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	15.14	
32	20	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	29.96	
33	10	piece	RULER, plastic, 450mm (18"), width: 38mm min	26.52	
34	10	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	13.58	
35	10	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	22.91	
36	10	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	31.20	
37	10	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	71.76	
38	20	piece	CORRECTION TAPE, film base type, UL 6m min	21.03	
39	20	piece	DATA FILE BOX, made of chipboard, with closed ends	115.80	
40	20	piece	DATA FOLDER, made of chipboard, taglia lock	102.96	

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41	10	box	ENVELOPE, DOCUMENTARY, for A4 size document	1,009.64	
42	10	box	ENVELOPE, DOCUMENTARY, for legal size document	1,390.74	
43	10	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1,107.60	
44	10	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	45.74	
45	10	box	ENVELOPE, mailing, white, with window	621.20	
46	10	box	FASTENER, METAL, 70mm between prongs	125.12	
47	20	piece	FILE ORGANIZER, expanding, plastic, 12 pockets	129.06	
48	20	set	FILE TAB DIVIDER, bristol board, for A4	16.70	
49	20	set	FILE TAB DIVIDER, bristol board, for legal	21.35	
50	20	bundle	FOLDER, FANCY, for A4 size documents	405.60	
51	20	bundle	FOLDER, FANCY, for legal size documents	467.82	
52	20	pack	FOLDER, L-TYPE, PLASTIC, for A4 size documents	280.62	
53	20	pack	FOLDER, L-TYPE, PLASTIC, for legal size documents	364.86	
54	20	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	1,428.96	
55	10	pack	FOLDER, TAGBOARD, for A4 size documents	418.50	
56	10	pack	FOLDER, TAGBOARD, for legal size documents	482.04	
57	20	box	INDEX TAB, self-adhesive, transparent	79.71	
58	20	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	62.40	
59	20	set	MARKER, FLUORESCENT, 3 assorted colors per set	66.62	
60	20	piece	MARKER, whiteboard, black, felt tip, bullet type	20.07	
61	20	piece	MARKER, whiteboard, blue, felt tip, bullet type	20.07	
62	20	piece	MARKER, whiteboard, red, felt tip, bullet type	20.07	
63	20	piece	MARKER, PERMANENT, bullet type, black	13.47	
64	20	piece	MARKER, PERMANENT, bullet type, blue	13.47	
65	20	piece	MARKER, PERMANENT, bullet type, red	13.47	
66	25	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	11.64	
67	25	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	21.06	
68	10	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	31.19	

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69	10	bundle	RING BINDER, 80 rings, plastic, 32mm x 1.12m	359.69	
70	10	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	51.20	
71	10	piece	CUTTER BLADE, for heavy duty cutter	22.23	
72	10	piece	CUTTER KNIFE, for general purpose	50.15	
73	10	piece	DATING AND STAMPING MACHINE, heavy duty	680.94	
74	10	piece	PENCIL SHARPENER, manual, single cutter head	304.20	
75	10	piece	PUNCHER, paper, heavy duty, with two hole guide	197.94	
76	10	pair	SCISSORS, symmetrical, blade length: 65mm min	60.84	
77	10	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	265.20	
78	10	unit	STAPLER, BINDER TYPE, heavy duty, desktop	1,371.24	
79	10	piece	STAPLE REMOVER, PLIER-TYPE	37.35	
80	10	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	83.75	
81	1	unit	BINDING AND PUNCHING MACHINE, binding cap: 50mm	14,302.08	
82	10	unit	CALCULATOR, compact, 12 digits	520.28	
83	1	unit	FACSIMILE MACHINE, uses thermal paper	8,463.00	
84	1	unit	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	13,946.40	
85	1	unit	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	8,548.80	
86	5	piece	PHILIPPINE NATIONAL FLAG, 100% polyester	427.26	
87	10	piece	HANDBOOK (RA 9184), 7th Edition	43.68	
88	10	piece	CLEARBOOK, 20 transparent pockets, for A4 size	59.67	
89	10	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	63.57	
90	10	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	6.63	
91	50	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	51.92	
92	50	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	51.92	
93	50	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	51.92	
94	20	pack	WRAPPING PAPER, kraft, 65gsm (-5%)	232.26	

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TOTAL ESTIMATED BUDGET: 321,734.36

REMARKS/NOTE: _____

After having carefully read and accepted your Terms and Conditions, I/we submit our quotation/s on the item/s at prices indicated above.

Business Name: _____

Business Address: _____

Printed Name of the Owner: _____

TIN: _____

PhilGEPS Registration Number: _____

Business Permit: _____

Omnibus Sworn Statement: _____

Annual Income Tax Return: _____

Signature over Printed Name

Tel. No./Cellphone No./e-mail address

Date

Canvassed by: _____

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all of the items.
3. Bidders shall submit a copy of the following documents along with the Quotation:
 - a. Mayor's/Business Permit
 - b. Notarized Omnibus Sworn Statement (if ABC is more than P 50,000.00)
 - c. Income/Business Tax Return (if ABC is more than P 500,000.00)
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The University has the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
10. 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.

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