

REQUEST FOR QUOTATION

PURCHASE OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT

The **MARINDUQUE STATE COLLEGE** through its Bids and Awards Committee invites suppliers/manufacturers/distributors/contractors to apply for eligibility and to bid for the hereunder project/s. Bid in excess of the ABC shall be automatically rejected at the bid opening.

Name of the Project : **Purchase of various Office Supplies and Equipment**
ABC : **P510,539.71**
Location : **MSC, Tanza, Boac, Marinduque**
Source of Fund : **Fund 101**

In view of this, may we request you to submit your proposed quotation. The following requirements, terms and conditions are for your compliance.

1. Completely filled out Request for Quotations Form/s – containing required technical specifications of the above items, bidder's description and unit price.
2. Bid security may be in the form of Bid Securing Declaration or 2% of the approved budget for the contract, if in cash.
3. **Complete eligibility requirements as per RA 9184. Said documents shall form part of the evaluation and requirement before issuance of Notice of Award.**
4. Prices must be VAT inclusive.

Request for Quotation Forms may be secured from the MSC BAC Office upon payment to the MSC Cashier of a non-refundable amount of **Five Hundred (P500.00)** Pesos. It may also be downloaded from the website of Philippine Government Electronic Procurement System (PhilGEPS), provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

Eligibility documents and/or completely filled out RFQ forms may be submitted at the MSC Supply Office or at the at the Office of the BAC Chairman, Ground Floor Administration Building, Marinduque State College, Tanza, Boac, Marinduque.

For inquiries/clarifications, please email us at msc_bac2011@yahoo.com or please call the BAC Secretariat at Telefax Nos. (042) 332-2863.

Approved by:

ENGR. NELSON RUFINO M. MONTEJO
Chairperson, Bids and Awards Committee

Date: _____
 Quotation No. _____
 PR No.:

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in a sealed envelope.

ENGR. NELSON RUFINO M. MONTEJO
 Chairperson, Bids & Awards Committee

- Note:
1. All entries must be typewritten
 2. Delivery period within 5 (five) calendar days
 3. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment, from date of acceptance by the procuring entity
 4. Price validity shall be for a period of 30 (thirty) calendar days
 5. Bidders shall submit original brochures showing certifications of the product being offered.
 6. Payment terms = no COD
 7. **The bid must be complete, bids not addressing or providing all of the required items shall be considered non-responsive and thus, automatically disqualified.**
 8. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.
 9. Award shall be made using the pass/fail criteria.

QTY	UNIT	ITEMS/END-USERS DESCRIPTION	BIDDER'S DESCRIPTION	UNIT PRICE	TOTAL PRICE
		Lot 1 (Common Office Supplies and Materials)			
		For Office Use – Guidance & Counseling Office			
18	reams	Book paper (long) substance 20			
18	reams	Book paper (short) substance 20			
2	reams	Neon colored paper (assorted)			
20	pcs	Expandable Envelope (long)			
20	pcs	Brown envelope (long)			
20	pcs	Brown envelope (short)			
8	boxes	HP Laser jet Cartridge 35A			
6	boxes	HP Ink#704 Black			
6	boxes	HP Ink#704 Colored			
10	bottles	Epson L-385(black)			
10	bottles	Epson L-385 (magenta)			
10	bottles	Epson L-385 (cyan)			
10	bottles	Epson L-385 (yellow)			
10	rolls	Scotch tape (2" big) clear			
5	bottles	Elmer's Glue (big)			
10	pcs	Sign pen (black) point 3 G-tech			
10	pcs	Sign pen (blue) point 5 V-tech			
14	pcs	Photo paper (long)			
5	packs	Specialty Paper (Cornfield Cream: short)			
5	pcs	Correction Tape			

5	pcs	Permanent Marker			
5	boxes	Paper Clip (small)			
5	boxes	Paper Fastener Plastic			
5	pcs	Whiteboard Marker			
30	pcs	File Box (long-Single) Color Black			
3	boxes	Binder Clip (1")			
3	boxes	Binder Clip (2")			
5	boxes	Push Pin			
5	pcs	Arc File (2") black			
10	pcs	Record book 500 leaves			
10	pcs	Certificate frame short			
20	pcs	Clear Folder (long)			
5	pcs	Spiral Ring Binder (1 ½)			
5	pcs	Spiral Ring Binder (2)			
5	pcs	Spiral Ring Binder (3/4)			
5	pcs	Double Adhesive Tape (1")			
15	pcs	Ball pen (black)			
5	boxes	Pencil (no.2)			
50	pcs	Sticker Paper White			
		For Budget Office Use			
6	boxes	HP Laserjet P 1102/85A cartridge			
6	boxes	Canon colored cartridge PG-810			
6	boxes	Canon colored cartridge PG-811			
8	btls.	Epson colored ink C-T6642			
8	btls.	Epson colored ink M-T6643			
8	btls.	Epson colored ink Y-T6644			
8	btls.	Epson colored ink BK-6641			
26	pcs	Smartload (P300.00)			
2	pcs	Samsung ML – 1640 toner			
25	pcs	Ring binder (1 inch)			
10	boxes	Paper fastener plastic			
15	pcs	Index tab (asstd. Color)			
15	reams	Bond paper, short			
25	reams	Bond paper, long			
		For Office Use (Fund 101) – Budget Office			
2	pcs.	White Glue 130rms			
50	pcs.	File System			
2	sets	Record Book			
40	Pcs.	Expanded Long Folder			
6	pcs.	Correction Tape			
2	Boc/pcs	Metal Paper Fastener			
2	Boc/pcs	Staple Wire			
16	Pcs.	Folder (long)			
50	Pcs.	Folder (short)			
4	boxes	HP Laserjet P1102/85A Cartridge			
3	boxes	Samsung ML-1640 Toner			
		For Admission Office Use (for 1st quarter FY 2018)			
4	sets	Ink for continuous printer Epson (4 colors) big			
4	boxes	Ballpen (black & blue)			
11	pcs	Correction tape			
10	pcs	White glue, 130 grams			
10	pcs	File system long, green			

		Office Supplies of the ICJE			
25	rms	Bond Paper long subs. 20			
20	rms	Bond paper shorts subs. 20			
5	pcks	Specialty Board Paper Vellum (white)			
5	pcs	Plastic Ring binder (1/2 inch)			
5	pcs	Plastic Ring binder (3/4 inch)			
5	pcs	Plastic Ring binder (1 inch)			
5	bxs	White Board Marker			
5	bxs	Ink (board marker)			
10	bxs	Push pin			
1	box	Permanent Marker (blue)			
1	box	Permanent Marker (black)			
4	pcs	Cutter (big)			
5	bxs	Epson Stylus (magenta)			
5	bxs	Epson Stylus (cyan)			
5	bxs	Epson Stylus (Yellow)			
8	bxs	Epson Stylus (black)			
75	pcs	Certificate Holder (short)			
10	packs	Screw Post (Binding Screw)			
		Fit Hole Size:			
		5x20mm/0.2"x0.8"(D*L)			
		5x40mm/0.2"x1.6"(D*L)			
		Thread Length: 5mm/0.2"			
		Head Diameter: 10mm/0.4			
20	pcs	Certificates Frames (8"x11")			
5	pcs	Correction Tape			
1	box	Pencil			
1	box	Ballpen (Black)			
1	box	Ballpen (Blue)			
1	box	Ballpen (Red)			
1	box	Sign Pen My Gel (Black)			
1	box	Sign Pen My Gel (Blue)			
4	pcs	Stabilo (Yellow Green)			
3	bxs	Paper Clip (small)			
4	bxs	Paper Clip (Big)			
4	Bttls	Stamp pad Ink			
10	pcs	Clear Book (long) black			
		Office Supplies – Physical Plant Management Office			
2	box	Highlighting pens (Assorted colors)			
1	unit	Digital camera (HD)			
1	pc.	Paper cutter/trimmer			
1	pc.	Tape Dispenser			
1	pc.	Memory card			
1	pc.	Wall clock w/ battery HD			
		For Registrar Office Use			
100	reams	Bond Paper, subs. 20 long			
50	reams	Bond Paper, subs. 20 short			
5	boxes	Ballpen 0.5, blue			
2	boxes	Ballpen 0.5, red			
5000	Pcs.	Brown Envelope, long			
20	Pcs.	Correction Tape			
5	Pcs.	Double Adhesive Tape, 1"			
5	boxes	Push pin			

5	Pcs.	Record Book 150 pages			
5	Pcs.	Record Book 300 pages			
10	Pcs.	Scissor, heavy duty			
2	boxes	Sign Pen, Blue .5			
2	boxes	Sign Pen V7 Hi-Tecpoint, Blue .7			
20	rolls	Scotch Tape 2"			
20	rolls	Scotch Tape 1"			
4	pcs	Dry Seal w/ MSC Office of the Registrar			
20	pcs	Ballpen w/ Spring tie			
10	pcs	Stamp Pad			
10	pcs.	Stamp Pad Ink, violet			
10	boxes	Staple Wire No.35			
7	boxes	Stapler No. 35, Heavy duty			
20	bottles	Glue 130 grms.			
100	Pcs.	File Systems/Box, green single, HD – Thick board 15			
75	Pcs.	File Systems/Box, red single, HD – Thick board 15			
2000	Pcs.	Mailing Envelope, white, long			
5	reams	Neon Paper, Assorted color, short			
5	boxes	Pencil			
3	pcs	Puncher			
3	pcs	Tape Dispenser			
12	pcs	Stabilo Boos (Assorted)			
3	pcs.	Cutter Heavy Duty			
10	boxes	Paper Clip (Small)			
10	boxes	Paper Clip (Big)			
4	pcs.	Hard Disk 1TB			
		For Records Office Use			
2	btls.	Epson Ink Tank, black			
2	btls	Epson Ink Tank, cyan			
2	btls	Epson Ink Tank, magenta			
2	btls	Epson Ink Tank , yellow			
2	rms	Neon Paper, assorted Color, long			
1	box	Staple Wire #35			
5	rms	Bond Paper, short (subs.20)			
5	rms	Bond Paper, long (subs. 20)			
5	rms	Bond Paper, A4 (subs. 20)			
1	pc	Dater			
2	btls	Glue			
1	box	Ballpen			
1	box	Pencil			
3	pcs	Correction Tape			
1	box	Sign Pen, blue			
1	Btl.	Liquid Glass Cleaner			
44	pcs	Arch File, 2 hole(long)			
3	bxs	Fastener, plastic			
1	btls	Alcohol, 40%			
3	bxs	Paper clip big			
3	bxs	Paper clip, small			
3	bxs	Binder Clip 2"			
3	bxs	Binder Clip 1"			
5	rolls	Scotch tape 1"			
5	Rolls	Scotch tape 2"			

10	packs	Special Paper (short)			
2	pcs	Record Book 300 pages			
3	pcs	Record Book 500 pages			
1	blts	Stamp pad Ink (black) 30 ml			
1	pc	Waste Basket, non-rigid plastic			
1	pc	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB3.0 backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB2.0 transmission, USB powered System Requirements: USB3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide			
10	pcs	File System/Box (black)			
2	pcs	Permanent Marker (Black)			
2	pcs	Permanent Marker (blue)			
1	pc	Puncher			
		For Records Office Use			
1	pc	Rubber Stamp (Received Records Office)			
1	pc	Rubber Stamp (Released Records Office)			
		For office equipment - VPAA			
1		Water Dispenser (table top)			
1		UPS (625VA, 230V, AVR, Floor, Universal Sockets			
2		External Drive (1TB) 1TB Storage capacity, USB 3.0 interface, Compatible with USB 2.0, 5400 RPM, Transfer rate up to 5 GB/s(USB 3.0)			
		For Office Use – Supply & Property Mngt. Office			
1	unit	Cork Board 2x3			
10	carts	HP Laserjet Toner No. 85A			
5	pcs	Epson Ink No. T6641, black			
15	packs	Special Board, short, pale cream			
25	Pcs.	Sticker Paper High adhesive			
1	Pc.	Dater			
1	Pc.	Stamp Pad			
3	Pcs.	Rubber Stamp			
		For Office Use – Administrative Services			
5	Pcs.	Epson colored Ink C-T6642			
5	Pcs.	Epson colored Ink M-T6643			
5	Pcs.	Epson colored Ink Y-T6644			
5	Pcs.	Epson colored Ink T-T6641			
5	carts	Ink ML 2165 (Black)			
3	Pcs.	Self-Inking Stamp			
		2018 Office Supplies - Planning			
2	packs	Photo Paper (A4)			
3	pcs	Correction Pen mini 3.5ml.			
50	pcs	Expanded Envelop (Long)			
50	pcs	Brown Envelop (Long)			
10	pcs	File System/Box, Black single. HD-Thick board			
4	pcs	Highlighter/Stabilo			
2	pcs	Toner for Samsung Printer M2020W(MLT- D111S)			

1	box	Paper Clip (Big)			
1	box	Paper Clip(small)			
2	box	Push Pin			
2	bottles	Alcohol			
1	box	Binder Clip, Large			
		For Office Use - VPAD			
50	pcs	Expanded Folder			
6	pcs	Scotch Tape 1"			
1	box	Sign Pen (Blue) (0.3)			
4	Bottles	Alcohol			
1	box	Paper Fastener			
2	boxes	Paper Clip Small			
2	boxes	Paper Clip Big			
2	pcs	File Box (Black)			
2	reams	Neon Paper (Rainbow)			
1	Bottle	Liquid Handwash (Alcohol free)			
10	pads	Post It (Multicolored and varied size)			
2	boxes	Pencil			
1	pc	Laser Pointer			
1	pc	Throwdot			
1	pc	Throwdot (Receiving)			
3	reams	Bookpaper, long sub. 22			
3	reams	Bookpaper, short sub. 20			
		Health and Services Unit			
8	pcs	HP Cartridge 704 (Black)			
8	pcs	HP Cartridge 704 (Colored)			
5	pcs	Coin Cell Battery 3V (Maxell)			
12	pcs	AAA Battery			
		Cashier office use – Sta. Cruz			
1	set	Printer with scanner			
		Specs:			
		3-in-1 continuous ink printer			
2	reams	Bond Paper long – substance 20			
1	reams	Bond Paper Short – substance 20			
3	pcs	White board Marker Assorted Color			
2	rolls	Scotch tape			
2	rolls	Double sided			
2	bottle	Glue (Big 130 g)			
3	box	Staple wire #35			
1	box	Ballpen black color			
1	box	Pencil (hard)			
5	boxes	Paper clips (Big)			
10	pcs	File box (red)			
2	box	Thumbtacks			
50	pc	Long folder			
50	pc	Long brown envelop			
2	pc	Permanent Marker Assorted Color			
2	packs	White letter Envelop (Long)			
25	Pcs.	Expanded Folder Long (Brown)			
1	packs	Colored paper assorted color			
2	box	Rubber bond(Big)			
3	box	Plastic coated fastener			
		For office use of BAC			
1	unit	Paper shredder			

		<i>*shreds up to 8 sheets (70 gsm) per pass into 6mm strips-security level-P-2</i>			
		<i>*shreds nonstop for up to 3 minutes</i>			
		<i>*15 liters waste bin</i>			
ABC:480,486.71					

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

Lot 2(Cleaning Supplies and Materials)					
16	rolls	<i>Bathroom Tissue (2ply)</i>			
4	bottle	<i>Hand Sanitizer 250 mL (Lemon)</i>			
5	pcs	<i>Bathroom Deodorizer</i>			
3	bottle	<i>Glass Cleaner (500 mL)</i>			
3	bottle	<i>Air Freshener (280mL) (Spray)</i>			
6	pcs	<i>Scotch Brite</i>			
2	pcs	<i>Sponge Mop Refill</i>			
2	pcs	<i>PVS anti-slip Bath Mat</i>			
1	pc	<i>Home Window Aluminum Handle wiper cleaner with sponge</i>			
ABC: 5,833.00					

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

Lot 3 (Fitness and Wellness Supplies and Materials)					
1	pc	<i>Basketball (Molten BGMX size 7)</i>			
2	tube	<i>Shuttle Cock</i>			
2	pc	<i>Volleyball Ball Mikasa MVA 2000</i>			
1	pc	<i>Badminton Net Square Mesh (Maroon)</i>			
ABC:5,700.00					

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

Lot 4(Medical Supplies)					
3	pc	<i>Oxygen Tanks Refill</i>			
ABC: 2,400.00					

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

Lot 5(Medical Supplies)					
2	pcs	<i>Uratex Foam Single Size Mattress</i>			

2	pcs	<i>Bedsheet (Single Size Bed) (White) Cotton</i>			
4	pcs	<i>Pillow Case Cotton</i>			
4	pcs	<i>Pillow (Soft)</i>			
18	Panel	<i>Hospital Curtain per Panel L(180cm) x W(135cm), Mint green</i>			
ABC: 13,800.00					

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

Lot 6(Tarpaulin Printing)					
1	pc.	<i>Construction Billboard 4" x 8' for the construction/repair/rehabilitation of Academic Building.</i>			
1	pc.	<i>Construction Billboard 4" x 8' for the Rehabilitation and Improvement of Research Park & Livelihood Centre</i>			
1	Pc.	<i>Construction Billboard 4" x 8' for the construction of ICJE Building.</i>			
1	Pc.	<i>Construction Billboard 4" x 8' for the construction of SED-Annex Building.</i>			
ABC: 2,320.00					

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

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

 Printed Name / Signature

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