	Republic of the Philippines ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY La Paz, Iloilo City	Department:	Bids and Awards Committee
	REQUEST FOR QUOTATION	Doc. Code:	QF-BAC-02
		Rev. No.:	00
		Effective Date:	July 1, 2022


(PR/JR NO.) : S-2025-09

Date : MAY 07 2025
 Doc Track No. : 80639

TO: ALL PROSPECTIVE SUPPLIERS

- The **Iloilo Science and Technology University (ISAT U)** through the **Office of the BIDS and AWARDS COMMITTEE**, intends to procure **BALLPEN AND OTHER OFFICE SUPPLIES** for CY 2025, in accordance with Section 32 (Negotiated Procurement – **Shopping** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.
- The Approved Budget for the Contract (ABC) is **One Hundred Twenty-Two Thousand Six Hundred Fifty-One Pesos Only (122,651.00)**. The period for the performance of this obligations shall not go beyond the validity of the appropriations for this project. For purposes of evaluation, comparison and ranking of bids/offers, the suppliers who submitted the single / lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the Technical Working Group (TWG).
- The Procurement Mechanism to be used is **"BY LOT"**.
- Please quote your **best offer** for item/s described herein, **subject to the (Terms of Conditions/Technical Specifications)** of this Request for Quotation (RFQ). Subject your quotation duly signed by your authorized representative **not later than 3:00 PM** on MAY 13 2025 at the Procurement Management Office (PMO) – BAC Secretariat Office, ISAT U, Burgos St., La Paz, Iloilo City. Quotations may also be submitted through email at the address and contact numbers indicated below.
- Quotation shall be enclosed in a sealed envelope and addressed the PMO – BAC Secretariat at the address given above. The envelope should have the PR/JR Number boldly and conspicuously identified.
- The successful proponent must be able to meet the following requirements:
 - The **Terms and Conditions/Technical Specifications**, as provided.
 - The **Schedule of Requirements**, as provided.
 - A copy of your 2025 **Business Permit/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. (see GPPB Resolution No. 09-2020 Item 6.2)
 - The **Omnibus Sworn Statement (GPPB-prescribed forms)**, **Income/Business Tax Return for ABC's above PhP 500,000.00** will also be required to be submitted *prior to award*. (see GPPB Resolution No. 09-2020 Item 6.3)
- The quotation should be valid for sixty (60) calendar days from the due date indicated above.
- ISAT U reserves the right to request for additional documents that it deems necessary in order to make any decision or any quotation.
- All prospective suppliers must fill out the RFQ provided by ISAT U. Any quotation other than what is provided by the Procuring Entity (PE) or is patently not complying with the RFQ requirements may not be considered.
- ISAT U reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidders.
- Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions or specifications, and schedule of implementation set forth in this RFQ.
- For any clarification, you may contact us at (033) 320-7190 local no. 133 or email us at bac.isatu@gmail.com

ENIEDA G. CORONA
 BAC Chairperson

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INSTRUCTIONS

1. Accomplish this RFQ correctly, accurately, and completely.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for item/s below. Please do not leave any blank items. Indicate "F" if the item offered is for FREE or "NA" for NOT AVAILABLE in the "Total Cost" if applicable.
2. Bidders must state **"Comply"** or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item No.	Product Category	Description/Specification	ABC per Line Item (If applicable)	QTY	Unit	<i>To be filled up by Supplier</i>			
						Bidder's Offer (State brand & model)	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1	Ballpen	Ballpen- Black, 0.5mm, 12pcs/box		15	box				
2	Ballpen	Ballpen- blue, 0.5mm, 12pcs/box		5	box				
3	Binder Clips	Binder Clips-clip, BACKFOLD, all metal, clamping: 1 inch, 12pcs/pack		5	box				
4	Binder Clips	Binder Clips-clip, BACKFOLD, all metal, clamping: 2 inches, 12pcs/pack		5	box				
5	Binder Clips	Binder Clips -clip, BACKFOLD, all metal, clamping: 3 inches, 12pcs/pack		5	box				
6	Cash Book	Cash Book-cash book, long, hardbound		20	piece				
7	Cash registry	Cash registry journal- 44mmx67mm per roll		20	roll				
8	Clock	Clock- wall clock, good quality, battery operated, heavy duty		2	piece				
9	Correction pen	Correction pen-liquid paper correction pen, 7 ml		10	piece				
10	Correction	Correction Tape - 20m x 5mm		20	piece				
11	Cutter	Cutter - large, heavy duty, metal case, wide and		3	piece				



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		replaceable 18mm razor blade made of hard steel							
12	Cutting Mat	Cutting Mat - 18in x 24in, PVC Cut Pad, Green, double-sided	1	Unit					
13	Digistamp ink	DigiStamp Ink, Purple, 10ml	3	bottle					
14	Fastener	Fastener - scsor paper fastener, High density, plastic, multi-colored, 5pcs/pack	20	box					
15	Fastener	Fastener - Plastic, double lock, for 100 pages and up, 10pcs/pack, 8cm	5	box					
16	File box	File Box - big with cover, blue, 6in x 15.5in x 11in	10	piece					
17	Glue	Glue - 130gms (118ml), multipurpose glue, safe and non-toxic	20	bottle					
18	Highlighter	Highlighter - assorted colors	20	piece					
19	Pad	Memo Pad (1.5x2 inches)	15	pad					
20	Pad	Memo Pad (3x5 inches)	5	pad					
21	Paper-Bond paper	Bond Paper - A4 8.27" x 11.69" premium grade, subs 20	100	ream					
22	Paper-Bond paper	Bond Paper - 8.5x13 inches, premium grade, subs 20	100	ream					
23	Paper- Photo Paper	Photo Paper - A4, matte, 10 sheets/pack	3	pack					
24	Paper- Photo Paper	Photo Paper - A4, glossy, 10 sheets/pack	3	pack					
25	Paper- Sticker paper	Sticker Paper - A4, matte, assorted color, 10 sheets/pack	3	pack					
26	Paper clips	Paper Clips - Big, assorted, vinyl coated	10	box					
27	Paper clips	Paper Clips - regular, assorted, vinyl coated	10	box					
28	Pencil	Pencil - #2, durable, Wood clinched Complastic Lead, 12/pack	10	box					
29	Pins	Pins - Push Pins with colored heads	3	box					
30	Record Book	Record Book - 500 pages, hardbound	20	piece					
31	Ruler	Ruler - 1 ft, stainless metal	5	piece					
32	Scissors	Scissors - for cloth/tailoring, comfortable handle, premium quality, stainless steel blades, 7inches	3	piece					
33	Sign pens	Sign Pens - 0.4 mm , black , Gel ink Pen, refillable	2	box					
34	Sign pens	Sign Pens - 0.4 mm , blue , Gel ink Pen, refillable	2	box					
35	Sign pens	Sign Pens - 0.5 mm , black, liquidly free ink sign pen, 12pcs/box	2	box					
36	Sign pens	Sign Pens - 0.5 mm , blue, liquidly free ink sign pen	2	box					

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37	Sign pens	Sign Pens - 0.7 mm , black , Gel ink Pen, refillable	2	box				
38	Sign pens	Sign Pens - 0.7 mm , blue , Gel ink Pen, refillable	2	box				
39	Special Board paper	Special Board Paper - A4, assorted colors, 220 gsm, 10sheets/pack	20	pack				
40	Special Board paper	Special Board Paper - 8.5x13 inches, assorted colors, 220 gsm, 10sheets/pack	20	pack				
41	Stamp pan Ink	Stamp Pad Ink - Purple, plastic container, 30ml	3	bottle				
42	Staple wire	Staple Wire - #35 mm, heavy duty	10	box				
43	Stapler	Stapler - Stapler with staple remover, No. 35, heavy duty	10	piece				
44	Sticky note	Sticky Note - 2x2 inches, assorted neon color	10	pad				
45	Sticky note	Sticky Note - 4x6 inches, assorted neon color	10	pad				
46	Tape	Tape - Tape, double sided without foam, width: 1 inch, standard length	10	piece				
47	Tape	Tape - Tape, transparent, width: 1 inch, standard length	5	piece				
48	Tape	Tape - Masking Tape, transparent, width: 1 inch, standard length	5	piece				
49	Tape flags	Tape Flags - assorted color plastic, 1inch, 50 sheets/pack	15	pack				
50	Tape Flags	Tape Flags - tape flag with "Please sign here", assorted color plastic, 1inch, 50 sheets/pack	15	pack				

For official use. To be use in the operations and maintenance of the IIRGP units.
 (Requested by: REMIA L. DOCTORA, D.T.)

AMOUNT IN WORDS:	TOTAL
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SCHEDULE OF REQUIREMENT		
Particular	University Requirement	Supplier's Offer
Delivery Period	20 calendar days upon receipt of NTP	
Warranty Period		
After Sales Services (If applicable)		

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SUPPLIER'S INFORMATION	
Supplier's Business Name	
Supplier's Business Address	
Contact No.	
Fax No.	
Email Address	
TIN No.	
PhilGEPS Registration No.	

 Signature over Printed Name

 Position/Designation

 Date