



# PhilGEPS

Philippine Government Electronic Procurement System

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12315173  
**Procuring Entity** ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY-  
**Title** Supply and Delivery of Office Supplies for the 3rd Quarter  
**Area of Delivery** Iloilo

<b>Solicitation Number:</b>	RFQ2025-08-09	<b>Status</b>	Closed
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	2
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	15/08/2025
<b>Approved Budget for the Contract:</b>	PHP 296,116.74	<b>Last Updated / Time</b>	15/08/2025 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	18/08/2025 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	RHEA BRAZA DELMO Head-BAC Secretariat J.T. Bretaña St. Ilaya Poblacion Barotac Nuevo Iloilo Philippines 5007 63-908-2542324  bac_isufstmainpob@isufst.edu.ph		

#### Description

Price Quotation Validity: 60 Calendar Days  
 Contract Title: Supply and Delivery of Office Supplies for the 3rd Quarter  
 Approved Budget for the Contract: Php 296,116.74  
 Contract Duration: 30 days

We may purchase any or all articles listed in accordance with Section 34 of the IRR of R.A. 12009, in case your offer would be considered just and advantageous to the government.

If the brand or kind of materials is specified, offer should be for that brand or kind only. If the brand is not available in your stock for immediate delivery, state the brand you can offer, or alternative may be accepted.

Item No.	Qty	Unit	Articles and Description Offered	Brand/Description	Unit Cost	Total Cost
1	2	Roll	Acetate (0.075mm, gauge #3)			
2	254	Pc.	Ballpen (black)			
3	154	Pc.	Ballpen (blue)			
4	10	Pack	Board paper (10's, long)			
5	11	Pack	Board paper (10's, short)			
6	347	Ream	Bond paper (sub. 20, A4)			
7	60	Ream	Bond paper (sub. 20, Long)			
8	23	Ream	Bond paper (sub. 20, Short)			
9	8	Pc.	Brown envelope (A4)			
10	9	Pc.	Brown envelope (long)			
11	7	Pc.	Calculator, (compact, 12 digits)			
12	6	Pack	Cartolina Paper (assorted Colors) 10pcs/pack			
13	68	Pc.	Certificate holder (A4)			

14 20 Pc. Certificate holder (short)  
 15 20 Pc. Clearbook, (20 pockets, A4)  
 16 46 Box Clip (backfold, metal: 50mm) 12 pieces per box  
 17 24 Box Clip (backfold, metal: 19mm) 12 pieces per box  
 18 24 Box Clip (backfold, metal: 25mm) 12 pieces per box  
 19 16 Box Clip (backfold, metal: 32mm) 12 pieces per box  
 20 1 Pc. Cork Board 5 x6  
 21 139 Pc. Correction Tape  
 22 12 Pc. Cutter (big, heavy duty)  
 23 1 Pc. Cutter blade (10's, big)  
 24 14 Pc. DATA FOLDER, made of chipboard, taglia lock  
 25 113 Pc. Data Man File  
 26 3 Pc. Dating and Stamping Machine  
 27 10 Pc. Document tray organizer (2 layer)  
 28 4 Pc. Eraser (rubber, good quality)  
 29 137 Pc. Expanded folder (long)  
 30 1 Box FASTENER, METAL, 70mm between prongs, 50 sets per box  
 31 14 Box Fastener (plastic) 50 set per box  
 32 10 Pc. Folder long(green)  
 33 10 Pc. Folder long(white)  
 34 10 Pc. Folder long(yellow)  
 35 9 Jar Glue (all purpose, 130 grams)  
 36 10 Tube Glue (pencil style) 50cc  
 37 3 Tube Glue (super glue) 5g  
 38 6 Pc. Glue gun (big, heavy duty)  
 39 2 Pc. Glue gun (small, heavy duty)  
 40 42 Pc. Glue stick (big)  
 41 40 Pc. Glue stick (small)  
 42 2 Pc. Heavy Duty Stapler  
 43 50 Pc. Highlighter pen (assorted colors)  
 44 14 Box Index Tab (self-adhesive, transparent) 5 Feet  
 45 2 Bottle Ink Refill (white board) 30ml. Black  
 46 12 Pack Inkjet paper (matte, 145 gsm, A4) 20 Sheets  
 47 2 Pc. Long Range Stapler (Heavy Duty)  
 48 17 Pad Note Pad (stick on, 50mm x 76mm ) 2x3  
 49 21 Pad Note Pad (stick on, 76mm x 100mm) 3x4  
 50 15 Pad Note Pad (stick on, 76mm x 76mm) 3x3  
 51 31 Box Paper Clip (32mm min) 100 pcs per box  
 52 21 Box Paper Clip (50mm min) 100 pcs per box  
 53 1 Unit PAPER TRIMMER/CUTTING MACHINE, table top  
 54 28 Box Pencil (lead, w/ eraser) 12 pcs. Per box  
 55 27 Pc. Permanent Marker (broad, black, refillable)  
 56 46 Pc. Permanent Marker (fine, black, refillable)  
 57 17 Pc. Permanent Marker, (broad, blue, refillable)  
 58 22 Pc. Permanent Marker, (broad, red, refillable)  
 59 27 Pc. Photo frame (A4)  
 60 35 Pack Photo paper (glossy) 10 Sheets per pack  
 61 42 Pack Photo paper (matte) 10 Sheets per pack  
 62 4 Pc. Puncher (heavy duty, 2 hole guide)  
 63 15 Roll Receipt paper (76mm)  
 64 2 Pc. Record Book (300 leaves)  
 65 30 Pc. Ring binder (1/2")  
 66 30 Pc. Ring binder (3/4")  
 67 20 Pc. Ring binder (1")  
 68 20 Pc. Ring binder (1 1/2")  
 69 5 Pc. Ruler (plastic, 12")  
 70 32 pair Scissors (Heavy Duty)  
 71 102 Pc. Sign pen (0.4, black)  
 72 80 Pc. Sign pen (0.4, blue)  
 73 93 Pc. Sign pen (1.0, black)  
 74 78 Pc. Sign pen (1.0, blue)  
 75 75 Pc. Sign pen (black, 0.5mm)  
 76 72 Pc. Sign pen (blue, 0.5mm)  
 77 7 Pc. Sign pen (red, 0.5mm)  
 78 33 Pack Special paper (long, 20's)  
 79 34 Pack Special paper (short, 20's)  
 80 1 Pc. Stamp Pad Felt (60mm x 100mm)  
 81 1 Bottle Stamp Pad Ink (50ml, Purple/Violet)  
 82 14 Pc. Staple Remover (Plier-Type)  
 83 20 Box Staple Wire (#10) 1,000 pcs.  
 84 28 Box Staple Wire (#35) 5,000 pcs.  
 85 5 Pc. Stapler (#10) Heavy Duty  
 86 9 Pc. Stapler (#35) Heavy Duty  
 87 22 Pack Sticker paper (matte), 10 Sheets per pack  
 88 20 Pack Sticker paper A4, 10 Sheets per pack  
 89 28 Roll Tape (masking, width: 24mm)  
 90 50 Roll Tape (double-sided, 24mm)  
 91 15 Roll Tape (duct tape)  
 92 24 Roll Tape (masking, width: 48mm)  
 93 34 Roll Tape (packaging, width: 48mm)



94 43 Roll Tape (transparent, width: 24mm)  
95 45 Roll Tape (transparent, width: 48mm)  
96 3 Pc. Tape Dispenser(Heavy Duty)  
97 50 Pc. White Folder (Long)  
98 63 Pc. Whiteboard pen (black, refillable)  
99 5 Pc. Whiteboard pen (blue, refillable)  
100 29 Pack Sticker paper (glossy),10 Sheets per pack

**TOTAL****Warranty:****Delivery Period:** 30 days**After Sales Services:**

The significant requirements, place, time and deadline of procurement activities are shown below;

1. Issuance of RFQ (downloadable at Philgeps): August 15, 2025
2. Deadline of Submission & Receipt of Quotation: August 18, 2025 @10:00AM
3. Opening of RFQ: August 18, 2025 @10:00AM
4. Prospective bidders should submit the following documents together with their quotation:
  - a. PhilGEPS Certificate of Registration
  - b. Business/Mayor's Permit
  - c. SEC/DTI Registration
  - d. Tax Clearance Certificate/BIR Certificate of Registration.
  - e. Omnibus Sworn Statement

**Approved by:**

CHITO JOHN J. COLONIA  
Chairman, Bids and Awards Committee

**Created by** RHEA BRAZA DELMO**Date Created** 14/08/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

Republic of the Philippines  
**ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY MAIN CAMPUS POBLACION SITE**  
 J.T. Bretaña Street, Ilaya Poblacion, Barotac Nuevo, Iloilo

Date \_\_\_\_\_

**Request for Quotation (RFQ)**

The Iloilo State University of Fisheries Science and Technology Main Campus Poblacion Site through the Bids and Awards Committee (BAC) invites you, as supplier of known qualification, to quote your government price including value added tax to the articles herein listed for immediate delivery if available in your stock. Submit your quotation in sealed envelope through the bearer for the following contract.

Price Quotation Validity: 60 Calendar Days

Contract Title: Supply and Delivery of Office Supplies for the 3rd Quarter

Approved Budget for the Contract: Php 296,116.74

Contract Duration: 30 days

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6	347	Ream	Bond paper (sub. 20, A4)			
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23	1	Pc.	Cutter blade (10's, big)			
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32	10	Pc.	Folder long(green)			
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34	10	Pc.	Folder long(yellow)			
35	9	Jar	Glue (all purpose, 130 grams)			
36	10	Tube	Glue (pencil style) 50cc			
37	3	Tube	Glue (super glue) 5g			
38	6	Pc.	Glue gun (big, heavy duty)			
39	2	Pc.	Glue gun (small, heavy duty)			
40	42	Pc.	Glue stick (big)			
41	40	Pc.	Glue stick (small)			
42	2	Pc.	Heavy Duty Stapler			
43	50	Pc.	Highlighter pen (assorted colors)			
44	14	Box	Index Tab (self-adhesive, transparent) 5 Feet			
45	2	Bottle	Ink Refill (white board) 30ml. Black			



46	12	Pack	Inkjet paper (matte, 145 gsm, A4) 20 Sheets			
47	2	Pc.	Long Range Stapler (Heavy Duty)			
48	17	Pad	Note Pad (stick on, 50mm x 76mm ) 2x3			
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63	15	Roll	Receipt paper (76mm)			
64	2	Pc.	Record Book (300 leaves)			
65	30	Pc.	Ring binder (½")			
66	30	Pc.	Ring binder (¾")			
67	20	Pc.	Ring binder (1")			
68	20	Pc.	Ring binder (1½")			
69	5	Pc.	Ruler (plastic, 12")			
70	32	pair	Scissors (Heavy Duty)			
71	102	Pc.	Sign pen (0.4, black)			
72	80	Pc.	Sign pen (0.4, blue)			
73	93	Pc.	Sign pen (1.0, black)			
74	78	Pc.	Sign pen (1.0, blue)			
75	75	Pc.	Sign pen (black, 0.5mm)			
76	72	Pc.	Sign pen (blue, 0.5mm)			
77	7	Pc.	Sign pen (red, 0.5mm)			
78	33	Pack	Special paper (long, 20's)			
79	34	Pack	Special paper (short, 20's)			
80	1	Pc.	Stamp Pad Felt (60mm x 100mm)			
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83	20	Box	Staple Wire (#10) 1,000 pcs.			
84	28	Box	Staple Wire (#35) 5,000 pcs.			
85	5	Pc.	Stapler (#10) Heavy Duty			
86	9	Pc.	Stapler (#35) Heavy Duty			
87	22	Pack	Sticker paper (matte),10 Sheets per pack			
88	20	Pack	Sticker paper A4 ,10 Sheets per pack			
89	28	Roll	Tape (masking, width:24mm)			
90	50	Roll	Tape (double-sided, 24mm)			
91	15	Roll	Tape (duct tape)			
92	24	Roll	Tape (masking, width: 48mm)			
93	34	Roll	Tape (packaging, width: 48mm)			
94	43	Roll	Tape (transparent, width: 24mm)			
95	45	Roll	Tape (transparent, width: 48mm)			
96	3	Pc.	Tape Dispenser(Heavy Duty)			
97	50	Pc.	White Folder (Long)			
98	63	Pc.	Whiteboard pen (black, refillable)			
99	5	Pc.	Whiteboard pen (blue, refillable)			
100	29	Pack	Sticker paper (glossy),10 Sheets per pack			
			<b>TOTAL</b>			
			<b>Warranty:</b>			
			<b>Delivery Period: 30 days</b>			
			<b>After Sales Services:</b>			

Procurement Officer:

**RHEA B. DELMO**

Signature: \_\_\_\_\_

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

Name of Company: \_\_\_\_\_

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

Contact No.: \_\_\_\_\_

TIN No.: \_\_\_\_\_