



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12291636
Procuring Entity ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
Title PURCHASE OF OFFICE SUPPLIES FOR SGS OFFICE
Area of Delivery Iloilo

Solicitation Number:	20250807-57	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	08/08/2025
Approved Budget for the Contract:	PHP 85,045.00	Last Updated / Time	07/08/2025 09:51 AM
Delivery Period:	30 Day/s	Closing Date / Time	12/08/2025 10:00 AM
Client Agency:			
Contact Person:	Angeli F. Pinuela Head, BAC Secretariat Tiwi Barotac Nuevo Iloilo Philippines 5007 63-915-0015448 iscofmainbac@gmail.com		

Description

REQUEST FOR QUOTATION
Bid Solicitation No.: 20250807-57

The ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY MAIN CAMPUS (Tiwi Site), through the 2025 Fund 121 invites eligible suppliers to submit quotation for the following project:

Name of Project: PURCHASE OF OFFICE SUPPLIES FOR SGS OFFICE
Approved Budget for the Contract: PHP85,045.00
Contract Duration: 30 CD

Item No. Qty Unit Articles and Description
1 3 box Ballpen (black)
2 3 box Ballpen (blue)
3 5 pack Board paper (10's, long)
4 10 pack Board paper (10's, short)
5 125 rem Bond paper (sub. 20, A4)
6 75 rem Bond paper (sub. 20, Long)
7 100 pc Brown envelope (A4)
8 100 pc Brown envelope (short)
9 10 pc Clearbook, (20 pockets, A4)
10 5 box Clip (backfold, metal: 50mm)
11 10 box Clip (backfold, metal: 19mm)
12 10 box Clip (backfold, metal: 25mm)
13 5 box Clip (backfold, metal: 32mm)
14 30 pc Correction tape
15 2 pc Cutter (big, heavy duty)
16 1 tube Cutter blade (10's, big)
17 2 piece Dating and Stamping Machine
18 50 piece Expanded folder (long)
19 2 box Fastener (plastic)
20 30 piece Glue stick (small)
21 8 piece Highlighter pen (assorted colors)
22 7 pack Inkjet paper (matte, 145 gsm, A4)
23 1 piece Long range stapler

24 10 pad Note Pad (stick on, 50mm x 76mm) 2x3
 25 10 pad Note Pad (stick on, 76mm x 100mm) 3x4
 26 10 pad Note Pad (stick on, 76mm x 76mm) 3x3
 27 5 box Paper Clip (32mm min)
 28 10 box Paper Clip (50mm min)
 29 10 box Pencil (lead, w/ eraser)
 30 8 piece Permanent Marker (broad, black, refillable)
 31 8 piece Permanent Marker (fine, black, refillable)
 32 5 piece Permanent Marker, (broad, blue, refillable)
 33 5 piece Permanent Marker, (broad, red, refillable)
 34 15 pack Photo paper (glossy)
 35 15 pack Photo paper (matte)
 36 10 piece Ring binder (3/4")
 37 10 piece Ring binder (1")
 38 10 piece Ring binder (1 1/2")
 39 5 piece Ring binder (2")
 40 2 piece Ruler (plastic, 12")
 41 1 box Sign pen (0.4, black)
 42 1 box Sign pen (0.4, blue)
 43 1 box Sign pen (1.0, black)
 44 1 box Sign pen (1.0, blue)
 45 2 box Sign pen (black, 0.5mm)
 46 2 box Sign pen (blue, 0.5mm)
 47 1 box Sign pen (red, 0.5mm)
 48 20 pack Special paper (short, 20's)
 49 10 box Staple Wire (#10)
 50 10 box Staple Wire (#35)
 51 2 piece Stapler (#10)
 52 3 piece Stapler (#35)
 53 10 pack Sticker paper (glossy)
 54 35 pack Sticker paper (matte)
 55 5 roll Tape (double-sided, 24mm)
 56 10 roll Tape (transparent, width: 24mm)

The significant requirements, places, times and deadlines of procurement activities are shown below:

1. Issuance of RFQ (downloadable at PhilGEPS): August 8, 2025
2. Deadline for Submission & Receipt of Quotation: August 12, 2025 @ 10:00AM
3. Opening of RFQ: August 12, 2025 @ 10:15AM
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
 - e. Omnibus Sworn Statement
 - f. BIR Certificate of Registration
 5. BAC will cater suppliers within Iloilo only.

Further, the BAC WILL NOT consider discounts upon the offered Bid in the Bid Form/RFQ, except if the distribution of the amount discounted is reflected on the Bidder's Tender/RFQ and Detailed Estimates.

The representative must present the original Special Power of Attorney (SPA).

The ISUFST Main Tiwi Site reserves the right to accept or reject any bid and to annul the bidding process any time before the contract award without incurring any liability to the affected Bidders and Bidder.

Approved by:

LILIBETH B. PETRESCU, MBM
Chairman, Bids and Awards Committee

Created by Angeli F. Pinuela

Date Created 07/08/2025

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