



REQUEST FOR QUOTATION (RFQ)

Vision:

A center of excellence in instruction, research, extension and production directed towards global and sustainable human development.

The Basilan State College (BaSC), through its Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the **P.R. 19-101-016 “Office Supplies for the 1st Quarter 2019 (N/A in PS)”** with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Mission:

Basilan State College shall provide quality human resources equipped with adequate knowledge, skills, and attitude in technological, vocational and professional fields of instruction, research, extension, and production to improve the quality of life of its clientele.

Name of Project : Office Supplies for the 1st Quarter 2019 (N/A in PS)

Brief Description of the Project : Office Supplies and Consumables

Location : Basilan State College, Isabela City, Basilan

Approved Budget of the Contract : Seventy-eight Thousand Pesos Only (P 78,000.00)

Date of Opening of Bids : March 28, 2019, 9:00 am at the CAO Office, Admin. Building, Basilan State College, Isabela City, Basilan

Delivery Date : Seven (7) days upon approval of sample and receipt of Purchase Order

Interested suppliers are required to submit their valid and current Mayor’s Permit and PhilGEPS Registration Certificate, and price quotation (Annex “A”).

Submission of quotation and eligibility documents is on or before 9:00 a.m. of March 28, 2019 at the Conference Room, Administrative Building, Basilan State College, Isabela City, Basilan

For inquiry, you may contact us at cel. no. 09957982366 or email us at basc.cao@gmail.com

Very truly yours,

NENENG M. MONTONG-HUSIN
BAC Chairperson

PRICE QUOTATION FORM

Date

Bids and Awards Committee
Basilan State College
Isabela City, Basilan

Sir/Madam:

After having carefully read and accepted the terms and conditions in the **Request for Quotation for P.R. 19-101-016 – Office Supplies for the 1st Quarter 2019 (N/A in PS)**, hereunder is our quotation/s for the item/s as follows:

<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Item Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1	10	bxs	Pencil, Lead with Eraser 12pcs/box, good quality		
2	10	pcs	Airfreshener Spray		
3	15	bots	Alcohol, 500mL		
4	15	rolls	Toilet Tissue, 12 pcs/pack		
5	2	pcks	Folder, Tagboard Legal, 150 pcs/ pack		
6	5	bxs	Mailing Envelop, White		
7	10	bxs	Ballpen Blue 12pcs/box		
8	10	bxs	Ballpen black 12pcs/box		
9	10	bxs	Signpen Blue 12pcs/box		
10	5	bxs	Signpen Black 12pcs/box		
11	10	jars	Elmer's Glue (500 ml)		
12	30	pcks	Detergent Powder 1kg/pck all purpose		
13	10	unt	Calculator, 12 Digits		
14	5	pcs	Ink Cart. Cannon 810 colored		
15	5	pcs	Ink Cart. Cannon 811 black		
16	12	pcs	Tape transparent 2"		
17	12	pcs	Stamp pad Ink (Blue)		
18	20	pcs	Broom Stick (ting-ting)		
19	100	reams	Bond paper Long, Substance 20		
20	100	reams	Bond paper short, Substance 20		
			GRAND TOTAL		

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact Number