



## 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. 18-116 “Office Supplies and Equipment for NBC 461”** 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.*

### **CORE VALUES (ACCESS)**

A - ACCOUNTABILITY  
C - COMMITMENT  
C - CULTURAL SENSITIVITY  
E - EXCELLENCE  
S - SPIRITUAL UPRIGHTNESS  
S - SERVICE

**Name of Project** : Office Supplies and Equipment for NBC 461

**Brief Description of the Project** : Computer Accessories and office supplies and materials

**Location** : Basilan State College, Isabela City, Basilan

**Approved Budget of the Contract** : Two Hundred Five Thousand Pesos Only (P 205,000.00)

**Date of Opening of Bids** : August 16, 2018, 10:00 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 10:00 a.m. of August 16, 2018, at the Chief Administrative Office, Administrative Building, Basilan State College, Isabela City, Basilan

For inquiry, you may contact us at cel. no. 09957982366 or email us at [rsnarimin@gmail.com](mailto:rsnarimin@gmail.com) and/or [basc.cao@gmail.com](mailto: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. 18-116 – Office Supplies and Equipment for NBC 461**, hereunder is our quotation/s for the item/s as follows:

<u>Item No.</u>	<u>Unit</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1	1	Computer w/mouse keyboard and sound speaker	set		
2	1	UPS (Uninterruptible Power Supply)	pc		
3	1	Power Supply (Automatic Power Regulator)	pc		
4	1	Computer Table w/Chair	set		
5	2	Office Table w/ Executive Chair	sets		
6	1	Brother Photocopy Machine	unit		
7	2	Ink Toner for Brother Photocopy Machine	pcs		
8	2	Steel Cabinet, 4 drawers	unit		
9	1	Binding Punching Machine	unit		
10	1	Paper Shredder	unit		
11	24	Data Filer Box	pcs		
12	100	Expanded Folder (Color green)	pcs		
13	100	Expanded Envelope	pcs		
14	100	Folder L-type long size	pcs		
15	5	Long Cactus Bond Paper	bxs		
16	5	A4 Cactus Bond Paper	bxs		
17	5	Short Cactus Bond Paper	bxs		
18	50	File Tab Divider	pcks		

<b>19</b>	1	Tape Dispenser	pc		
<b>20</b>	2	Staple Remover	pcs		
<b>21</b>	24	Ring Binder Plastic	bundles		
<b>22</b>	3	Tape Packaging	pcs		
<b>23</b>	10	Two sided Tape Big	pcs		
<b>24</b>	6	Tape Transparent	rolls		
<b>25</b>	2	Marker Fluorescent at least 3 color	sets		
<b>26</b>	4	Note Pad Stick on 3 colors	pads		
		<b>GRAND TOTAL</b>			

(Amount in Words)

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

Very truly yours,

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Name/Signature of Representative

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Name of Company

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Contact Number