



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9515790  
**Procuring Entity** ZAMBOANGA STATE COLLEGE OF MARINE SCIENCES AND TECHNOLOGY  
**Title** B-025-2023 : Procurement of Various Common Office Supplies for the 1st and 2nd Quarter  
**Area of Delivery** Zamboanga Del Sur

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | B-025-2023   | <b>Status</b>                | <b>Active</b>       |
| <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>        | 27/02/2023          |
| <b>Approved Budget for the Contract:</b> | PHP 442,140.00   | <b>Last Updated / Time</b>   | 27/02/2023 00:00 AM |
| <b>Delivery Period:</b>                  | 15 Day/s   | <b>Closing Date / Time</b>   | 13/03/2023 09:30 AM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | JAIME G. JALON<br>College President<br>Fort Pilar<br>Zamboanga City<br>Zamboanga Del Sur<br>Philippines 7000<br>63-62-9923092<br>63-62-9910777<br>pres@zscmst.edu.ph |                              |                     |

#### Description

B-025-2023 : Procurement of Various Common Office Supplies for the 1st and 2nd Quarter

INVITATION TO PARTICIPATE IN A SMALL VALUE PROCUREMENT (SVP)

Date: February 24, 2023

Bid Number: B-025-2023

Project Title: Procurement of Various Common Office Supplies for the 1st and 2nd Quarter

Dear Sir/Madam:

We would like to invite you to submit your best quotation for the above-mentioned project through SMALL-VALUE PROCUREMENT (SVP)

Below are the schedules. Attached are details of the project as posted in the PhilGEPS Website and the quotation form:

## Pre-Bid Conference

Date: March 8, 2023

Time: 2:00 P.M.

Address: ZSCMST, BAC Office

G/F, ICT Building,

Fort Pilar, Zamboanga City

Google Meet Link: meet.google.com/vax-sdpk-det

## Deadline for Submission of Quotation

Date: March 13, 2023

Time: 9:30 A.M.

Address: ZSCMST, BAC Office

G/F, ICT Building,

Fort Pilar, Zamboanga City

Google Meet Link: meet.google.com/skx-gyys-dmc

Approved Budget of the Contract: PHP 442,140.00

## Note:

- Please attach and submit the necessary Documentary Requirements (Valid Mayor's Permit/Business Permit, PhilGEPS Certificate of Registration (Platinum), Notarized Omnibus Sworn Statement placed in an envelope, sealed and properly labeled (Bid Number and Project Title).
  - For electronic submission, email the quotation and requirements to bac@zscmst.edu.ph
  - Late submission of quotation will not be accepted.
  - Failure to submit the required documents is a ground for outright rejection.
- For more information, please contact the BAC Secretariat at 993-2615.

## =====

REQUEST FOR QUOTATION

Please quote your best quotation on the item/s listed below, subject to the terms and conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 13, 2023 at 9:30 AM and return the same in a sealed envelope.

1. Ballpen, Black color (12 pcs/box) 20 box
2. Ballpen, Blue color (12 pcs/box) 10 box
3. Blade for general purpose cutter/utility/knife, 10 pieces/tube 10 tube
4. CALCULATOR, 12 digits compact 5 unit
5. CARBON FILM, legal, 100 sheet/box 1 box
6. CLIP, backfold, 19mm 10 box
7. CLIP, backfold, 25mm 15 box
8. CLIP, backfold, 32mm 20 box
9. CLIP, backfold, 50mm 15 box
10. COMPUTER Keyboard, USB type 5 piece
11. CORRECTION TAPE, 15m 30 piece
12. CUTTER/UTILITY KNIFE, for general purpose 15 piece
13. DATA FILE BOX, made of chipboard, legal with closed ends 15 piece
14. DISINFECTANT SPRAY, aerosol type 10 can
15. ENVELOPE, documentary, A4, 500pcs/box 3 box
16. ENVELOPE, Documentary, legal, 500pcs/box 5 box
17. ENVELOPE, mailing, 500pcs/box 2 box
18. ERASER, FELT, for blackboard/whiteboard 15 piece
19. Expandable Folder, Green size: legal 115 piece
20. EXTERNAL HARD DRIVE, 1 TB 10 piece
21. FASTENER, metal, pastic coated, non-sharp edges 20 box
22. Folder Archfile, Horizontal, Hardbound 50 piece
23. Folder Archfile, Vertical, Hardbound 50 piece
24. FOLDER, ordinary, white, A4, 100pcs/bundle 5 bundle
25. FOLDER, ordinary, white, legal, 100pcs/bundle 25 bundle
26. FOLDER, with tab, A4 2 pack
27. FOLDER, with tab, legal 4 pack
28. GLUE, all purpose 20 bottle
29. INK CART, EPSON C13T664100 (T6641), Black 40 cart
30. INK CART, EPSON C13T664200 (T6642), Cyan 35 cart
31. INK CART, EPSON C13T664300 (T6643), Magenta 35 cart
32. INK CART, EPSON C13T664400 (T6644), Yellow 35 cart
33. Ink pigment 001 for Epson Printer CIS (Black only) 30 bottle
34. Ink pigment 001 for Epson Printer CIS (BCMY) 30 set
35. Ink pigment 003 for Epson Printer CIS (Black only) 25 bottle
36. Ink pigment 003 for Epson Printer CIS (BCMY) 40 set
37. Ink pigment #774 for Epson Printer M200 CIS (Black only) 1 bottle
38. INSECTICIDE, aerosol type 20 can

39. MARKER, fluorescent, 3 colors per set 35 set
40. MARKER, permanent, black, bullet type 50 piece
41. MARKER, permanent, blue, bullet type 25 piece
42. MARKER, whiteboard, black 50 piece
43. MARKER, whiteboard, blue 35 piece
44. MOUSE, OPTICAL, USB connection type 10 unit
45. Oil, Machine 5 bottle
46. PAPER CLIP, vinyl/plastic coated, 50mm 100 box
47. PAPER, MULTICOPY, Legal, 80gsm 250 reams
48. PAPER, Multi-Purpose, A4, 70 gsm 100 reams
49. PAPER, multi-purpose, legal, 70gsm 300 reams
50. PENCIL SHARPENER, manual, single cutter head 10 piece
51. PENCIL, lead, with eraser 20 box
52. PHILIPPINE NATIONAL FLAG (Big) 3 piece
53. PUNCHER, paper, heavy duty 15 piece
54. PVC TRANSPARENT, long 20 piece
55. RUBBER BAND, No. 18 10 box
56. RULER, steel, 450mm 10 piece
57. SIGN PEN, black 25 piece
58. SIGN PEN, blue 10 piece
59. SPECIALTY PAPER, 8.5" X 11" 2 ream
60. STAPLER, standard type 25 piece
61. TAPE DISPENSER, table top 5 piece
62. TAPE, masking, 24mm 20 roll
63. TAPE, transparent, 24mm 50 roll
64. TAPE, Packaging 2" 10 roll
65. Tape Cartridge, Epson LK-6WBN (for Epson LW-700) Black on Whitesize: 24mm x 9m 2 piece
66. VELUM PAPER, board long 5 pack

#### Pre-bid Conference

| Date       | Time       | Venue   |
|------------|------------|---|
| 08/03/2023 | 2:00:00 PM | Bids and Awards Committee Office<br>G/F, ICT Building, ZSCMST, Fort Pilar,<br>Zamboanga City<br>Contact Numbers: (062) 993 2615<br>bac@zscmst.edu.ph<br><br>Google Meet Link: <a href="https://meet.google.com/stq-dhkx-ctq">meet.google.com/stq-dhkx-ctq</a> |

#### Other Information

PR NO. 23-01-046

Fund Source: 164

Purpose: To maintain reasonable stocks of common goods, office and school supplies necessary in the operation of different colleges and offices (for first and second quarter of APP-CSE 2023)

**Created by** JAIME G. JALON

**Date Created** 25/02/2023

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