



**REQUEST FOR QUOTATION**

The **GOVERNMENT SERVICE INSURANCE SYSTEM – BOHOL BRANCH OFFICE** invites all interested registered supplies to submit quotations for the following:

**Office Supplies with budget worth P 100,779.00:**

| Quantity | Unit | Material No. | DESCRIPTION   |
|----------|------|--------------|---|
|          |      |              | MOE-Office Supplies   |
| 70       | PC   | 100010       | <b>Ballpen fine pt. non-blot, non-click,</b>  |
| 2        | PC   | 100017       | <b>Battery alkaline 9V</b>  |
| 6        | PC   | 100018       | <b>Battery alkaline AA (Note: 2 pcs/pack)</b>   |
| 6        | PC   | 100019       | <b>Battery alkaline AAA (Note: 2 pcs/pack)</b>  |
| 20       | PC   | 100025       | <b>Battery lithium 3V CR 2032</b>   |
| 30       | PC   | 100052       | <b>Box Corrugated for Checks customized</b>   |
| 400      | PAA  | 100053       | <b>Box Knockdown w/ cover customized 4mm thick paperboard / cardboard in corrugated fibreboard carton; Top: 125 lbs., 16-1/8" x 12-1/8" x 2-1/2"; Bottom: 125 lbs., 15-3/8" x 11-3/4" x 10-5/8"</b> |
| 300      | PC   | 100066       | <b>TIME CARD, for Amano Bundy Clock,100/bdl</b><br><b>Note: Orders must be by 100's</b>   |
| 4        | BOX  | 100079       | <b>Clip binder fold back 1 (25mm) (12 pcs/box)</b>  |
| 4        | BOX  | 100080       | <b>Clip binder fold back 2 (50mm) (12 pcs/box)</b>  |
| 4        | BOX  | 100081       | <b>Clip binder fold back 3/4 (19mm) ( 12pcs/box)</b>  |
| 3        | PC   | 100086       | <b>CORRECTION TAPE, disposable 6m min x 5mm</b>   |
| 6        | PAA  | 100103       | <b>Cover looseleaf 11x13 2 holes on 11</b>  |
| 7        | PAA  | 100106       | <b>Cover looseleaf 8.5x14 2 holes on 8.5 (Note: 50pairs/bundle)</b>   |
| 1        | PC   | 100113       | <b>Dater automatic w/ inscription custom</b>  |
| 2        | DZ   | 100120       | <b>Drinking Glass clear good quality 8oz</b>  |
| 2000     | PC   | 100128       | <b>Envelope documentary 10 x 15 -500pcs/box</b>   |
| 300      | PC   | 100129       | <b>ENVELOPE, expanding, kraft, legal 100s</b>   |
| 20       | BOX  | 100133       | <b>Fastener paper plastic</b>   |
| 2        | PC   | 106024       | <b>Telephone, Wireless</b>  |
| 1        | BOX  | 100147       | <b>Film laminating A4 100 micron</b>  |
| 3        | PC   | 100148       | <b>Finger Moistener cream type</b>  |
| 1        | PC   | 100149       | <b>Flag GSIS 3 x 5 1/2 (PRFD use)</b>   |
| 1        | PC   | 100150       | <b>Flag GSIS w/ logo nylon 5 ft x 9 ft</b>  |
| 1        | PC   | 100152       | <b>Flag Philippine nylon 5 ft x 10 ft</b>   |

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|-----|-----|--------|--|
| 100 | PC  | 100162 | <b>FOLDER, pressboard, plain, legal (Note: 100pcs/box)</b>                                     |
| 3   | JAR | 100169 | <b>Glue all-purpose w/ applicator 200g</b>   |
| 6   | PC  | 100170 | <b>Highlighter (yellow/pink/orange only) (Note: minimum order 3pcs/pack)</b>                   |
| 60  | PC  | 100171 | <b>I.D. Card plain PVC 2-1/8"x3-3/8"</b>   |
| 3   | BOT | 100184 | <b>Ink stamp pad 50ml purple</b>   |
| 60  | PC  | 100185 | <b>Jacket for ID plastic, Std w/ Plstc Grip</b>  |
| 3   | TUB | 100194 | <b>LEAD, for mechanical pencil,0.5mm, 12 pcs/tube</b>  |
| 12  | PAK | 100202 | <b>Mask disposable gauze 50's Earloop</b>  |
| 120 | RM  | 100224 | <b>PAPER, bond, Premium Grade legal 70gsm</b>  |
| 3   | PAD | 100246 | <b>Sticky Note Pad 1 1/2 x 2</b>   |
| 6   | BOT | 100252 | <b>Paste solid with applicator 200 gms</b>   |
| 4   | PC  | 100253 | <b>Pen correction quick dry (atleast 8ml)</b>  |
| 12  | PC  | 100254 | <b>Pen marker broad tip assorted colors</b>  |
| 12  | PC  | 100255 | <b>MARKER, permanent, black</b>  |
| 5   | PC  | 100256 | <b>MARKING PEN, for Whiteboard, black</b>  |
| 10  | PC  | 100257 | <b>Pencil # 2 with eraser</b>  |
| 2   | PC  | 100258 | <b>Pencil Mechanical 0.5</b>   |
| 2   | UNI | 100262 | <b>Puncher heavy duty 2 holes, cap atleast 20 sheets</b>                                       |
| 4   | SPL | 100272 | <b>Ribbon bundy clock (Amano brand)</b>  |
| 10  | PC  | 100283 | <b>Ruler plastic 12, Hard Plastic, Acrylic</b>   |
| 3   | PAA | 100284 | <b>Scissors, Office 6</b>  |
| 12  | PC  | 100288 | <b>Signpen fine pt 0.5 black</b>   |
| 4   | PC  | 100292 | <b>Staple Wire Remover for thick files</b>   |
| 10  | BOX | 100294 | <b>Staple Wire # 35 5000 pcs/box</b>   |
| 8   | ROL | 100316 | <b>TAPE, masking, 24mm, 50 meters length</b>   |
| 12  | ROL | 100319 | <b>Tape Packaging 3x50m</b>  |
| 9   | ROL | 100322 | <b>TAPE, transparent, 24mm, 50 meters</b>  |
| 5   | ROL | 100372 | <b>Twine Plastic 1 kilo/roll</b>   |
| 6   | PC  | 101063 | <b>Correction Fluid H2O base white opaque</b>  |
| 2   | BOX | 101071 | <b>Envelope mailing plain 90gsm (Note: 500pcs/box) (Note: for Central Office Only)</b>         |
| 2   | BOX | 101116 | <b>Rubber Band transparent 350 gsm</b>   |
| 5   | BOX | 101195 | <b>PUSH PIN, flat head type 100pcs/box</b>   |
| 100 | PC  | 101225 | <b>Folder, Tagboard, Legal Size (Note: 100pcs/pack)</b>  |
| 100 | PC  | 101226 | <b>FOLDER, tagboard, A4 size (Note: 100pcs/pack)</b>   |
| 8   | PC  | 101261 | <b>RECORD BOOK, 300 pages, smyth sewn</b>  |
| 6   | ROL | 101383 | <b>Tape Masking 2 Inches x 50m</b>   |
| 6   | ROL | 101388 | <b>Tape Double Adhesive 1" X 2M w/ Foam</b>  |
| 2   | PC  | 101405 | <b>Dater ordinary</b>  |
| 100 | PC  | 101414 | <b>Folder pressboard expanding green shrt</b>  |
| 450 | PC  | 101630 | <b>Disposable paper cup white 8 oz (Note: Orders must be by 100s - FOR FRONTLINE USE ONLY)</b> |
| 3   | ROL | 101929 | <b>Tape Packaging 2 inches (48mmx50m)</b>  |

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|-----|-----|--------|--|
| 3   | ROL | 101951 | Tape, Transparent 2 INCHES X 50M   |
| 3   | ROL | 102129 | Tape, Duct, 2" x 25M   |
| 6   | PC  | 102592 | Ink stamp pad 50ml black, bottle   |
| 20  | RM  | 102630 | PAPER, mimeo, Whitewove legal  |
| 20  | RM  | 102631 | PAPER, mimeo, WhiteWove, 210mmx297mm A4  |
| 1   | ROL | 102856 | Sticker, Inventory tag, 3" x 1.5 TTR   |
| 2   | SET | 103060 | Coffee cups & saucers, set   |
| 2   | SET | 103679 | Spoon/Fork/Teaspoon/Knife  |
| 12  | PC  | 103801 | Pen marker fine tip, permanent, blue   |
| 100 | PC  | 104072 | Cartolina, assorted colors (Note: 20 pcs/pack)   |
| 20  | BOX | 104073 | ENVELOPE, mailing white w/ window, 90gsm, 500s as per sample (Note: for Central Office Only) |
| 3   | PAD | 104085 | Sticky Note Pad, 2"x2" 100 sheets/pad  |
| 6   | PC  | 104089 | Signpen fine pt 0.5 blue   |
| 200 | PC  | 104501 | Envelope expanding w/ rubber strap Legal, Kraft  |
| 120 | RM  | 105020 | Paper Bond A4 70gsm  |
| 2   | DZ  | 105130 | Plates   |
| 1   | SET | 105131 | Sugar, Coffee & Creamer Canister   |

**NOTE : Please submit quotation in a SEALED envelope**

Forms may be secured from the Office of the Manager, GSIS Bohol Branch starting 30 January 2017. The last day of submission of quotation shall be on 5 April 2017, not later than 3:00 p.m.

Contact Person/s : Gerald Mark A. Bondal

Telephone Number : (038) 501-0579/(038) 235-5208

Place of Submission of Quotations : GSIS Bohol Branch Office  
CPG North Avenue,  
Tagbilaran City 6300 Bohol



## TERMS OF REFERENCE

### Supply and Delivery of Office Supplies for Bohol Branch Office

**I. Item for Procurement:**

Supply and Delivery of Computer Supplies for GSIS Bohol Branch Office.

**II. Approved Budget :**

One Hundred Thousand Seven Hundred Seventy Nine Pesos (PHP 100,779.00) inclusive of all applicable taxes

**III. Scope and Specifications:**

Supply and Delivery of Office Supplies for GSIS Bohol Branch Office

**IV. Terms and Conditions:**

1. Bidders shall provide correct and accurate information required in this form;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable;
4. Quotations exceeding the Approved Budget for the Contract shall be rejected;
5. Award of contract shall be made to the lowest quotation (for goods and services) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein;
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
7. The item/s shall be delivered within (7) working days after receipt of Purchase Order;
8. The GSIS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications; and
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay The GSIS shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

**V. Mode of Payment:**

1. Payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.
2. Payment shall be subject to all applicable taxes and shall be borne by the supplier.