
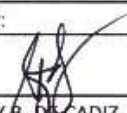
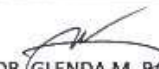


PURCHASE REQUEST

Entity Name: Eastern Visayas State University - Ormoc Campus		Fund Cluster 16F			
Office/Section: HRMDO		PR No.: 2023-01-040		Date: Decemebrrer 29, 2022	
		Responsibility Center Code:			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Commonly Used Office Supplies					
1	reams	Bond Paper (Long)	30	350.00	10,500.00
2	reams	Bond paper (A4)	10	320.00	3,200.00
3	reams	Bond Paper (Short)	8	310.00	2,480.00
4	boxes	Binder Clip (Big)	10	100.00	1,000.00
5	boxes	Paper Clip	5	50.00	250.00
6	unit	Sharpener (Heavy Duty)	1	800.00	800.00
		Sticky Notes			
7	lot	10pcs Big 15pcs Small	1	600.00	600.00
8	pcs	Expanded Envelope (Blue)	100	25.00	2,500.00
9	boxes	Fastener (Long Arm)	2	200.00	400.00
10	boxes	"Pls. Sign" Sticker	5	200.00	1,000.00
11	boxes	Ballpen (Black)	10	95.00	950.00
12	boxes	Pencil No. 2	3	95.00	285.00
13	boxes	Staple Wire No. 35	10	70.00	700.00
14	boxes	Paper Fastener	4	70.00	280.00
15	pcs	Correction Tape	15	60.00	900.00
16	pcs	Scotch Tape 1.5"	3	150.00	450.00
17	pcs	Folder Long (White)	60	10.00	600.00
18	pcs	Highlighter (Green)	5	60.00	300.00
TOTAL					27,195.00
Purpose:		Necessary office supplies for HRMDO use.			
Requested by:		Approved by:			
Signature:					
Printed Name:		BEATRICE D. MABITAD, Ed.D.		GERRY B. DE CADIZ, EnP., Ph.D.	
Designation:		HRMDO Designate		EVSU-OC Director	

P.R. Charged to: **16F**Amount: **27,195.00**


DR. GLENDA M. BARQUIN
Budget Officer



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
ORMOC CAMPUS
 Ormoc City, Leyte

Purchase Request No. 2023-01-040 (HRMDO)

RESOLUTION No. 040, series of 2023

Date: February 14, 2023

ABSTRACT OF PROPOSALS BIDS OPENED ON February 13, 2023

QTY	UNIT	ARTICLES	Item No.	Fabulous Enterprises		Shopko Marketing		Compasser Sales & Services	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
30	Reams	Bond Paper (Long)	1	296.00	8,880.00	300.00	9,000.00	300.00	8,000.00
10	Reams	Bond Paper (A4)	2	261.00	2,610.00	280.00	2,800.00	270.00	2,700.00
8	Reams	Bond Paper (Short)	3	250.00	2,000.00	260.00	2,080.00	260.00	2,080.00
10	Boxes	Binder Clip (Big)	4	112.00	1,120.00	90.00	900.00	120.00	1,200.00
5	Boxes	Paper Clip	5	42.00	210.00	58.00	290.00	45.00	225.00
1	Unit	Sharpener (Heavy Duty)	6	377.00	377.00	600.00	600.00	380.00	380.00
1	Lot	Sticky Notes 10 pcs big 15 pcs small	7	35.00	35.00	-	-	40.00	40.00
100	pcs	Expanded Envelope (Blue)	8	29.00	2,900.00	20.00	2,000.00	35.00	3,500.00
2	boxes	Fastener (Long Arm)	9	151.00	302.00	335.00	670.00	155.00	310.00
5	boxes	"Please Sign Sticker"	10	200.00	1,000.00	-	-	-	-
10	Boxes	Balpen (Black)	11	99.00	990.00	78.00	780.00	105.00	1,050.00
3	Boxes	Pencil No. 2	12	114.00	342.00	95.00	285.00	120.00	360.00
		Total			20,766.00		19,405.00		20,845.00

RECOMMENDED FOR PURCHASE ON QUOTATIONS OF
 Items No. 1, 2, 3, 5, 6, 9, 10, 14, 16, 18 are hereby awarded to Fabulous Enterprises. Items No. 4, 8, 11, 12, 13, 15, 17 are hereby awarded to Shopko Marketing being the Lowest Calculated and responsive bid. Item No. 7 is disqualified because the quotation of the supplier is not specified.

APPROVED

RUSTICO B. BADIOLA, Ph.D. TM, MA. ERENTIY BAHIAN, Ph.D. MARY JOY B. BALTONADO, MTE. GUILLEMO M. SODOMIA, Ed.D. BEATRICE D. MABILAD, Ed.D. GERRY B. DELCADIZ, EnP, Ph. D.
 BAC Chairman BAC Co-Chairman BAC Member BAC Member BAC Member Director, EVSU/OC

[Handwritten signature]
 02-15-2023



This is to certify that we, the undersigned have this day received from Eastern Visayas State University State University - Ormoc Campus.

Notice to Bidders/Request for Quotation of prices of food, goods, supplies, materials and equipment for use in the office, which will be opened on Feb. 13, 23 at 2.10 PM at Eastern Visayas State University Ormoc Campus.

Name of Bidder	Address of Bidder	Signature of Bidder/ Representative	Date	Time
FABUNDUS ENTERPRISE	REAL ST. O. C.		02-08-2023	10:00 AM
SHOPKO MARTINETE CORP	ORMOC CITY		2-8-23	1:05 PM
COMPRISPEL SALES & SERVICE	MANDALAY CITY, CEBU		2-8-23	3:42 PM

Canvasser:

RONEL P. MAS

Printed Name & Signature

02-15-2023

EASTERN VISAYAS STATE UNIVERSITY-ORMOC CAMPUS

Brgy. Don Felipe Larrazabal, Ormoc City

(053)255-8220/255-7497/255-7303

**BACRESOLUTION Declaring the Lowest Calculated and Responsive Bid and
Recommending Approval for the Office Supplies**

BAC RESOLUTION NO. 040

Series of 2023

WHEREAS, the **EASTERN VISAYAS STATE UNIVERSITY, ORMOC CAMPUS** posted the Purchase Request with PR No. 2023-01-040 of HRMDO and to Bid for the **Office Supplies** in the University Bid Bulletin Board and posted the same in the PhilGEPS, EVSU OC Website's transparency seal and in conspicuous places within the premises of the Eastern Visayas State University for 7 calendar days;

WHEREAS, in response to the said advertisement three (3) bidders submitted applications for eligibility and joined the bidding for the said **Office Supplies** on February 13, 2023, 2:00 PM;

WHEREAS, after checking the eligibility and detailed evaluation of the technical component, the BAC declared, all the three (3) bidders *passed* the preliminary examination of bids.

WHEREAS, after all the bids were tabulated and ranked, the BAC identified the Lowest calculated Bid (LCB) for each item as shown in the attached Abstract of Quotation with the highlighted bid price/offer getting the LCB;

WHEREAS, on February 14, 2023, the BAC conducted a Post-Qualification to determine the Lowest Calculated and Responsive Bid (LCRB) taking into consideration compliance of the specifications.

NOW, THEREFORE, based on the above premises, we the Members of the Bids and Awards Committee, hereby **RESOLVE** as it is **RESOLVED**:

- a) To declare **Fabulous Enterprises** as the Bidder with the **Lowest Calculated and Responsive Bid** for items No.1,2,3,5,6,9,10,14,16 & 18 and;
- b) To declare **Shopko Marketing** as the bidder with the Lowest Calculated and Responsive Bid for Items No.4,8,11,12,13,15 & 17.
- c) To declare failure of bidding for Item No. 7 because the quotation of the supplier is not specified.
- d) To recommend for approval by the Campus Director of the ~~East~~ Eastern Visayas State University, Ormoc Campus the foregoing findings.

RESOLVED, at the Conference Office, this 14th day of February 2023

RUSTICO B. BADIOLA, Ph.D. TM.

Head, Administrative Services & Finance / BAC Chairman

DR. MA. ERENITA V. BAHIAN
BAC Co - Chairman

DR. GUILLERMO M. SODOMIA
BAC Member

DR. BEATRICE D. MABITAD
BAC Member

PROF. MARY JOY B. BALTONADO
BAC Member

Approved:

DR. GERRY B. DE CADIZ, EnP.
Director-EVSU - OC

02-15-2023

REQUEST FOR QUOTATION

Company Name: FABULOUS ENTERPRISE
 Company Address: REAL SI. O.C.
 Tel. No. / Fax No. / Email: _____

RFQ No.: 2023-01-040
 Date: January 3, 2023
 Department: HRMDO

Please quote your lowest price on the item/s listed below, subject to the general conditions stated herein, stating shortest time of delivery and submit your quotation duly signed by your representative to the office of the Chairman, Pre-Bid and Awards Committee at EVSU Ormoc City no later than Three(3) Calendar Days from receipt hereof.

RUSTICO B. BAYILLA, Ph.D., T.M.
 BAC Chairman

Note:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN SEVEN (7) CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIER & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THREE (3) CALENDAR DAYS
5. G-EPIS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED
7. THIS PROJECT IS PER ITEM

ITEM NO.	ARTICLES	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper (Long)	30	reams		296/-
2	Bond Paper (A4)	10	reams		261/-
3	Bond Paper (Short)	8	reams		250/-
4	Binder Clip (Big)	10	boxes		112/-
5	Paper Clip	5	boxes		42/-
6	Sharpener (Heavy Duty)	1	unit		377/-
7	Sticky Notes 10 pcs Big and 15 pcs Small	1	lot		35/-
8	Expanded Envelope (Blue)	100	pcs		29/-
9	Fastener (Long Arm)	2	boxes		151/-
10	"Pls. Sign" Sticker	5	boxes		200/- <i>200/-</i>
11	Ballpen (Black)	10	boxes		99/-
12	Pencil No. 2	3	boxes		114/-
13	Staple Wire No. 35	10	boxes		81/-
14	Paper Fastener	4	boxes		46/-
15	Correction Tape	15	pcs		35/-
16	Scotch Tape 1.5"	3	pcs		26/-
17	Folder Long (White)	60	pcs		9/-
18	Highlighter (Green)	5	pcs		19/-
***** Nothing Follows*****					
8% VAT Deductible					

Brand and Model: _____
 Delivery Period: _____
 Warranty: _____

02-15-2023

Price Validity: _____

I hereby certify that I am in a position to furnish the above articles in quantities above stated except those marked "None". The TERMS AND CONDITIONS specified above are hereby accepted. The quantities shown and prices as quoted above are hereby offered.

MARIBETH BULETIN
Printed Name and Signature of Bidder or Authorized Representative

02-08-2023
Date

Canvassed by: Rouel Mas

[Handwritten initials and marks]

02-15-2023