



REQUEST FOR QUOTATION (RFQ)

(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 138

Name of Business : _____

DATE: MAR 14 2023

Address: _____

P.R. NO.: 2023-01-116

Email address: _____ Telephone No. _____

ABC: Php. 376,540.50

Fund Source: GAA

The Benguet State University through its Bids and Awards Committee will undertake SHOPPING 52.b for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within 30 calendar days.
- Warranty period shall be for a minimum of three months, in case of expendable supplies, and a minimum of one year in case of non- expendable supplies from date of acceptance by the University.
- Price validity shall be for a period of 60 calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before 5:00 PM of MARCH 20, 2023. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph).
- The item/s shall be procured by: a) item; b) lot; c) per sub-lot
- Business Permit Number : _____, date of issue: _____, place of issue: _____
(If renewal of Business Permit is still on process, please indicate OR No: _____, date of OR : _____ for the payment of renewal).
- * PhilGEPS Registration Number: _____

REYNANTE B. BASCO
Chairperson, BAC (Goods & Services)

College/Dept./Office: Various Office and Colleges

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
Supply and Delivery of Common Supplies- La Trinidad Campus (Second Posting)								
B ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES								
						45,142.00		
3	6	piece	CLEARBOOK, 20 transparent pockets, A4			288.00		
4	79	piece	CLEARBOOK, 20 transparent pockets, legal			3,160.00		
5	59	piece	ERASER, plastic/ rubber			590.00		
6	72	**box	SIGN PEN, Black, gel pen, casing: plastic and cap (transparent) , pen tip size: 0.5 , 12 pcs per box			20,736.00		
7	50	**box	SIGN PEN, Blue, gel pen, casing: plastic and cap(transparent) , pen tip size: 0.5 ,12 pcs per box			14,400.00		
8	11	**box	SIGN PEN, Red, gel pen, casing: plastic and cap (transparent) , pen tip size: 0.5 ,12 pcs per box			3,168.00		
9	8	pack	WRAPPING PAPER, kraft, 50 sheets per pack			2,800.00		
C BATTERIES AND CELLS AND ACCESSORIES								
						8,410.00		
10	92	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			4,600.00		
11	54	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			3,240.00		
12	2	pack	BATTERY, dry cell, size D, Two (2) pieces per blister pack			570.00		
F OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES								
						237,336.50		
60	30	tube	BLADE, for general purpose cutter/utility knife, 10 pieces per tube			840.00		
62	11	unit	CALCULATOR, Compact			4,675.00		
63	5	box	CHALK, white enamel, 100 pieces per box			495.00		
64	141	box	CLIP, backfold, 19mm			2,115.00		
65	151	box	CLIP, backfold, 25mm			3,322.00		
66	172	box	CLIP, backfold, 32mm			4,988.00		
67	114	box	CLIP, backfold, 50mm			8,550.00		
68	455	piece	CORRECTION TAPE, 8 meters			9,100.00		
69	59	piece	CUTTER/UTILITY KNIFE, for general purpose			4,071.00		
70	46	piece	DATA FILE BOX, single			7,130.00		
71	49	piece	DATA FOLDER, arc file			8,085.00		
73	5	box	ENVELOPE, Documentary, A4, 500 pieces per box; 9 x 12			4,250.00		
74	20	box	ENVELOPE, Documentary, legal, 500 pieces per box			19,000.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
75	12	box	ENVELOPE, Expanding, Kraft, 100 pieces per box; long			16,100.00		
76	30	piece	ENVELOPE, Expanding, Plastic			870.00		
79	52	piece	ERASER, felt, for blackboard/whiteboard			988.00		
82	29	piece	FILE ORGANIZER, expanding, plastic, legal			5,075.00		
83	19	set	FILE TAB/INDEX DIVIDER, bristol board, A4			608.00		
84	60	set	FILE TAB/INDEX DIVIDER, bristol board, legal			1,740.00		
85	8	bundle	FOLDER, Fancy with slide, A4, 50 pieces per bundle			2,812.50		
86	12	bundle	FOLDER, Fancy with slide, legal, 50 pieces per bundle			4,887.50		
87	4	pack	FOLDER, L-type, A4, 50 pieces per pack			1,500.00		
88	18	pack	FOLDER, L-type, legal, 50 pieces per pack			6,562.50		
89	22	box	FOLDER, pressboard, 100 pieces per box			30,800.00		
90	4	pack	FOLDER with tab, A4, 100 pieces per pack			1,925.00		
91	24	pack	FOLDER with tab, legal, 100 pieces per pack			13,200.00		
94	90	set	MARKER, Fluorescent, 3 colors per set			4,050.00		
95	110	piece	MARKER, Permanent, Black			1,650.00		
96	75	piece	MARKER, Permanent, Blue			1,125.00		
97	21	piece	MARKER, Permanent, Red			315.00		
98	129	piece	MARKER, Whiteboard, Black			3,354.00		
99	68	piece	MARKER, Whiteboard, Blue			1,768.00		
100	35	piece	MARKER, Whiteboard, Red			910.00		
101	148	box	PAPER CLIP, vinly/plastic coated, 33mm			1,776.00		
102	122	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			2,684.00		
104	29	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box			2,378.00		
105	15	piece	PENCIL SHARPENER, manual, single cutter head			4,425.00		
106	47	piece	PUNCHER, paper, heavy duty			7,755.00		
107	28	bundle	RING BINDER, plastic, 32 mm, 10 pieces per bundle			10,080.00		
108	8	box	RUBBER BAND No. 18, 350g			1,400.00		
109	52	piece	STAMP PAD, felt			1,352.00		
110	92	pair	SCISSORS, symmetrical or asymmetrical			4,784.00		
111	120	piece	STAPLER, standard type			15,000.00		
112	5	unit	STAPLER, heavy duty (binder type), desktop			5,125.00		
113	31	piece	STAPLE REMOVER, plier type			1,736.00		
114	18	piece	TAPE DISPENSER, table top			1,980.00		
G			PAPER MATERIALS AND PRODUCTS			85,652.00		
117	180	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			2,880.00		
118	160	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			4,640.00		
119	205	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			4,920.00		
120	32	piece	NOTEBOOK, stenographer			736.00		
126	34	box	PAPER, parchment, 100 sheets per box			10,200.00		
127	98	book	RECORD BOOK, 300 PAGES			7,742.00		
128	71	book	RECORD BOOK, 500 PAGES			6,319.00		
130	117	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack			8,775.00		
131	272	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack			39,440.00		
** 2000s, second printing			XXXX			376,540.50		

Delivery Period: _____
Warranty: _____
Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

Signature over Printed Name

Date and time of receipt of RFQ

* Not a ground for disqualification for failure to indicate but required as a condition for award.

Revised:9/19/2022

PR# 110