



**REQUEST FOR QUOTATION (RFQ)**

Company Name: \_\_\_\_\_

PR NO.: 2021-02-136

QUOTATION NO.: 153

Date: 3/15/21

ABC: 982, 772.59

Address: \_\_\_\_\_

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

- All entries must be written legibly.
- Delivery period within 15 calendar days.
- Warranty period shall be for a minimum period of three months, in case of expendable supplies, or a minimum period of one year in case of non-expendable supplies from date of acceptance of the University.
- Price validity shall be for a period of 30 calendar days.
- Bidder shall submit original brochures showing certifications of the products being offered.
- Philgeps Registration Number shall be indicated in the appropriate space below
- Deadline of submission of quotation is 3 calendar days upon receipt of RFQ.
- The item/s shall be procured by:  a) line item;  b) lot;  c) sub-lot
- The Omnibus Sworn Statement shall be submitted upon delivery as a required supporting document for payment.

**ARSENIA L. BAYAWA**  
 Chief, Procurement Management Office

College/Dept./Office: **Admin and Finance Offices**

Item No.	Qty	Unit	Item	End-user	Brand and Model	ABC	Unit Cost	Total Cost
1	35	pack	BATTERY, dry cell, AAA, 1.5 volts, alkaline			850.50		
2	1	unit	BINDING AND PUNCHING MACHINE, binding cap: 50mm			12,000.00		
3	37	pc	BROOM, STICK (TING-TING), usable length: 760mm min			1,420.80		
4	1	unit	CALCULATOR, COMPACT, electronic, 12 digits cap			165.48		
5	2	box	CARBON FILM, PE, black, size 216mm x 330mm			520.94		
6	9	pack	CARTOLINA, ASSORTED COLOR, 78gsm min			922.32		
7	5	canis	CLEANSER (SCOURING POWDER), 350g min, in canister			150.00		
8	10	pc	CLEARBOOK, 20 transparent pockets, for Legal size			519.00		
9	84	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)			907.20		
10	274	pc	CORRECTION TAPE, disposable, usable, length: 6m min			6,576.00		
11	23	tube	CUTTER BLADE, for heavy Duty			331.20		
12	16	pc	CUTTER KNIFE, for general purpose			576.00		
13	200	pc	DATA FOLDER, made of chipboard, taglia lock			16,800.00		
14	99	pc	DETERGENT BAR, 140 grams			1,128.60		
15	4	pc	DUST PAN, non-rigid plastic, w/ detachable handle			133.20		
16	3	box	ENVELOPE, DOCUMENTARY, for legal size document			1,900.98		
17	11	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc			9,942.24		
18	55	pc	ENVELOPE, EXPANDING, PLASTIC, 0.5mm thickness min			2,052.60		
19	5	pc	ERASER, FELT, for blackboard/whiteboard			72.00		
20	39	pc	ERASER, PLASTIC/RUBBER, for pencil draft/writing			292.50		

Item No.	Qty	Unit	Item	End-user	Brand and Model	ABC	Unit Cost	Total Cost
21	19	unit	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0			63,840.00		
22	4	box	FASTENER, METAL, 70mm between prongs			410.40		
23	29	set	FILE TAB DIVIDER, bristol board, for A4			591.02		
24	54	pc	FLASH DRIVE, 16GB capacity			18,338.40		
25	99	can	FLOOR WAX, PASTE TYPE, RED, 2.0kg			32,616.54		
26	1	bundl	FOLDER, FANCY, for A4 size documents			356.40		
27	27	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)			31,527.90		
28	7	pack	FOLDER, TAGBOARD, for legal size documents			2,402.40		
29	14	jar	GLUE, all purpose, gross weight: 200 grams min			848.40		
30	29	cart	INK CART, CANON CL-811, Colored			36,546.96		
31	37	cart	INK CART, CANON PG-810, Black			35,298.00		
32	2	cart	INK CART, HP CN692AA, (HP704), Black			830.40		
33	3	cart	INK CART, HP CZ107AA, (HP678), Black			1,260.00		
34	3	cart	INK CART, HP CZ108AA, (HP678), Tri-color			1,260.00		
35	33	bottle	INK, EPSON C13T664200 (T6642), Cyan			10,296.00		
36	33	bottle	INK, EPSON C13T664300 (T6643), Magenta			10,296.00		
37	33	bottle	INK, EPSON C13T664400 (T6644), Yellow			10,296.00		
38	46	bottle	INK, EPSON C1376664100 (T6641), Black			14,352.00		
39	10	can	INSECTICIDE, aerosol type, net content: 600ml min			1,705.80		
40	2	bundle	LOOSELEAF COVER, made of chipboard, for legal			1,641.86		
41	44	set	MARKER, FLOURESCENT, 3 assorted colors per set			2,006.40		
42	51	pc	MARKER, PERMANENT, bullet type, black			602.82		
43	37	pc	MARKER, PERMANENT, bullet type, blue			437.34		
44	36	pc	MARKER, whiteboard, bullet type, black			535.68		
45	99	pc	MOPHEAD, made of rayon, weight: 400 grams min			14,850.00		
46	20	unit	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind			3,505.60		
47	113	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min			5,890.69		
48	21	pc	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves			327.60		
49	47	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min			394.80		
50	47	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min			846.00		
51	353	ream	PAPER, MULTICOPY, A4, 80 gsm, size: 210mm x 297mm			77,518.80		
52	870	ream	PAPER, MULTICOPY, LEGAL, 80gsm, size: 216mm x 330mm			209,322.00		
53	80	ream	PAPER, MULTI-PURPOSE (COPY) A4, 70gsm, 210mm x 297mm			15,264.00		
54	123	ream	PAPER, MULTI - PURPOSE (COPY), LEGAL, 710gsm, 216x330mm			27,306.00		
55	6	pc	PENCIL, SHARPENER, manual; la, single cutter head			1,488.24		
56	48	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB			1,267.20		

FR# 130a

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Item No.	Qty	Unit	Item	End-user	Brand and Model	ABC	Unit Cost	Total Cost
57	14	pc	PUNCHER,paper,heavy duty,with two hole guide			2,268.00		
58	45	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			3,901.50		
59	15	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			1,872.00		
60	1	pc	RULER,plastic,450mm (18"),width:38mm min			19.20		
61	223	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			13,380.00		
62	191	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			11,460.00		
63	13	pc	STAMP PAD,FELT,bed dimension:60mm x 100mm min			468.00		
64	2	pc	STAPLER REMOVER,PLIER TYPE			57.60		
65	109	box	STAPLE WIRE, STANDARD, (26/6)			2,681.40		
66	5	pc	STAPLER,BINDER TYPE,heavy duty,desktop			5,272.80		
67	15	pc	STAPLER, STANDARD TYPE, load cap: 200 staples min			1,530.00		
68	24	roll	TAPE, MASKING, width: 24 mm (±1mm)			1,618.08		
69	20	roll	TAPE, MASKING, width: 48 mm (±1mm)			2,610.00		
70	11	roll	TAPE, PACKAGING, width: 48 mm (±1mm)			440.44		
71	125	roll	TAPE, TRANSPARENT, width: 24 mm (±1mm)			2,605.00		
72	38	roll	TAPE, TRANSPARENT, width: 48 mm (±1mm)			1,232.72		
73	287	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls			30,135.00		
74	40	cart	TONER CART, HP CE285A (HP85A)			144,499.20		
75	4	cart	TONER CART, HP CE505A			19,927.28		
76	4	cart	TONER CART,HP CF217A (HP17A) Black Laser Jet			14,635.16		
77	6	cart	TONER CART,HP CF283A (HP83A) Black Laser Jet			28,476.00		
78	1	roll	TWINE, plastic, one (1) kilo per roll			72.00		
79	2	pc	WASTEBASKET, non-rigid plastic			72.00		
			XXXXXX					
			XXXXXXXXXX					

Counter offers:

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

We hereby submit our quotations, accept the general conditions for the above items and commit to comply with the technical specifications.

\_\_\_\_\_  
Name of Company/Supplier

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

PhilGEPS Registration No: \_\_\_\_\_

Remarks: \_\_\_\_\_

PR# 136

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