



Republic of the Philippines
Benguet State University

2601 La Trinidad, Benguet

www.bsu.edu.ph

Telefax No. (074) 661-1839; Email:procurement@bsu.edu.ph

REQUEST FOR QUOTATION (RFQ)

(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 23

Name of Business : _____

DATE: FEB 08 2023

Address: _____

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

Email address: _____ Telephone No. _____

ABC: Php. 434,050.64

Fund Source: **GAA**

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 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 FEB. 10. 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: _____

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

College/Dept./Office: **Various Office and Colleges (see attached lists)**

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 as per PS- CNAS , February 08, 2023								
A								
ALCOHOL OR ACETONE BASED ANTISEPTICS								
1	62	bottle	ALCOHOL, Ethyl, 500 mL			3,263.68		
2	22	gallon	ALCOHOL, Ethyl, 1 Gallon			7,999.42		
B								
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES								
3	9	piece	CLEARBOOK, 20 transparent pockets, A4			325.80		
4	79	piece	CLEARBOOK, 20 transparent pockets, legal			3,160.00		
5	121	piece	ERASER, plastic/ rubber			595.32		
6	71	**box	SIGN PEN, Black, gel pen, casing: plastic and cap (transparent) , pen tip size: 0.5 , 12 pcs per box			20,805.84		
7	50	**box	SIGN PEN, Blue, gel pen, casing: plastic and cap(transparent) , pen tip size: 0.5 ,12 pcs per box			14,652.00		
8	11	**box	SIGN PEN, Red, gel pen, casing: plastic and cap (transparent) , pen tip size: 0.5 ,12 pcs per box			3,223.44		
9	16	pack	WRAPPING PAPER, kraft, 50 sheets per pack			2,837.12		
C								
BATTERIES AND CELLS AND ACCESSORIES								
10	205	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			4,620.70		
11	163	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			3,287.71		
12	5	pack	BATTERY, dry cell, size D, Two (2) pieces per blister pack			529.10		
D								
COLOR COMPOUNDS AND DISPERSIONS								
32	31	bottle	INK, for stamp pad, 50mL			985.80		
E								
MANUFACTURING COMPONENTS AND SUPPLIES								
49	47	jar	GLUE, all-purpose, 200 grams			3,656.13		
50	44	box	STAPLE WIRE, heavy duty (binder type), 23/13			1,091.64		
51	178	box	STAPLE WIRE, standard			4,652.92		
53	134	roll	TAPE, masking, 24mm			9,121.38		
54	106	roll	TAPE, masking, 48 mm			14,127.68		
55	85	roll	TAPE, packaging, 48 mm			2,091.00		
56	215	roll	TAPE, transparent, 24mm			2,644.50		
57	188	roll	TAPE, transparent, 48 mm			4,668.04		
58	19	roll	TWINE, plastic			1,392.32		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
F			OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES			-		
60	52	tube	BLADE, for general purpose cutter/utility knife, 10 pieces per tube			847.60		
62	16	unit	CALCULATOR, Compact			4,685.76		
63	16	box	CHALK, white enamel, 100 pieces per box			580.32		
64	221	box	CLIP, backfold, 19mm			2,119.39		
65	206	box	CLIP, backfold, 25mm			3,343.38		
66	178	box	CLIP, backfold, 32mm			5,005.36		
67	139	box	CLIP, backfold, 50mm			8,567.96		
68	719	piece	CORRECTION TAPE, 8 meters			9,116.92		
69	111	piece	CUTTER/UTILITY KNIFE, for general purpose			4,081.47		
70	85	piece	DATA FILE BOX			7,218.20		
71	108	piece	DATA FOLDER			8,154.00		
73	6	box	ENVELOPE, Documentary, A4, 500 pieces per box			5,045.04		
74	20	box	ENVELOPE, Documentary, legal, 500 pieces per box			21,575.80		
75	20	box	ENVELOPE, Expanding, Kraft, 100 pieces per box			16,244.80		
76	30	piece	ENVELOPE, Expanding, Plastic			1,006.20		
79	79	piece	ERASER, felt, for blackboard/whiteboard			991.45		
82	55	piece	FILE ORGANIZER, expanding, plastic, legal			5,154.60		
83	51	set	FILE TAB/INDEX DIVIDER, bristol board, A4			624.24		
84	111	set	FILE TAB/INDEX DIVIDER, bristol board, legal			1,737.15		
85	10	bundle	FOLDER, Fancy with slide, A4, 50 pieces per bundle			2,974.40		
86	16	bundle	FOLDER, Fancy with slide, legal, 50 pieces per bundle			5,042.72		
87	8	pack	FOLDER, L-type, A4, 50 pieces per pack			1,650.32		
88	25	pack	FOLDER, L-type, legal, 50 pieces per pack			6,560.75		
89	29	box	FOLDER, pressboard, 100 pieces per box			30,389.10		
90	6	pack	FOLDER with tab, A4, 100 pieces per pack			1,908.18		
91	24	pack	FOLDER with tab, legal, 100 pieces per pack			8,798.16		
94	100	set	MARKER, Fluorescent, 3 colors per set			4,033.00		
95	201	piece	MARKER, Permanent, Black			1,652.22		
96	137	piece	MARKER, Permanent, Blue			1,126.14		
97	38	piece	MARKER, Permanent, Red			312.36		
98	317	piece	MARKER, Whiteboard, Black			3,366.54		
99	168	piece	MARKER, Whiteboard, Blue			1,784.16		
100	87	piece	MARKER, Whiteboard, Red			923.94		
101	184	box	PAPER CLIP, vinly/plastic coated, 33mm			1,784.80		
102	178	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			2,698.48		
104	107	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box			2,447.09		
105	19	piece	PENCIL SHARPENER, manual, single cutter head			4,449.04		
106	47	piece	PUNCHER, paper, heavy duty			7,796.36		
107	34	bundle	RING BINDER, plastic, 32 mm, 10 pieces per bundle			10,256.10		
108	10	box	RUBBER BAND No. 18, 350g			1,487.20		
109	31	piece	STAMP PAD, felt			1,361.21		
110	131	pair	SCISSORS, symmetrical or asymmetrical			4,809.01		
111	94	piece	STAPLER, standard type			15,055.04		
112	6	unit	STAPLER, heavy duty (binder type), desktop			5,861.88		
113	58	piece	STAPLE REMOVER, plier type			1,778.28		
114	26	piece	TAPE DISPENSER, table top			2,082.08		
G			PAPER MATERIALS AND PRODUCTS			-		
117	180	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			7,338.60		
118	160	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			10,433.60		
119	205	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			11,726.00		
120	32	piece	NOTEBOOK, stenographer			423.68		
126	34	box	PAPER, parchment, 100 sheets per box			3,667.24		
127	98	book	RECORD BOOK, 300 PAGES			6,726.72		
128	71	book	RECORD BOOK, 500 PAGES			8,122.40		
130	117	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack			4,350.06		
131	348	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack			33,042.60		
** total			xxxx			434,050.64		

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