



**REQUEST FOR QUOTATION (RFQ)**  
**(ALL ENTRIES ARE MANDATORY)**

Name of Owner/ Corporation/ Cooperative/ \_\_\_\_\_ Agency: \_\_\_\_\_

QUOTATION NO. 1053

Name of Business : \_\_\_\_\_

DATE: SEP 05 2023

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

P.R. NO. 2023-06-751,766,788,800,801, 2023-07-977

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ABC: Php. 101,910.06

FUND SOURCE: IGI

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 **15** 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 **30** 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 **5:00pm of September 11, 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) line item;  b) lot; \_\_\_\_\_ c) 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)  
 for: 9-5-23

College/Dept./Office: **OU, CHK, ILC, NSTP, PCO, VTH**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
<b>1 (ONE) Lot Supply &amp; Delivery of Common Office Supplies</b>						<b>101,910.06</b>		
1	35	pack	BATTERY, dry cell, size AA, 2pcs/blister pack					
2	19	pack	BATTERY, dry cell, size AAA, 2pcs/blister pack					
3	14	pack	BATTERY, dry cell, size D, 2pcs/blister pack					
4	20	pc	CLEARBOOK, 20 transparent pocket, Size A4, color Black					
5	24	pc	CLEARBOOK, 20 transparent pocket, Size Long, color Black					
6	16	pc	PENCIL ERASER rubber, atleast Length: 4.2cm (1.65in) ,Wide: 1.7cm (0.67in) ,High : 1cm (0.39in)					
7	56	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip					
8	56	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip					
9	20	bottle	INK, for stamp pad, color Black, 50ml (min)					
10	13	jar	GLUE, all purpose, gross weight: 240 grams					
11	62	box	STAPLE WIRE, STANDARD, (26/6) #35					
12	80	roll	TAPE, MASKING, width: 24mm (±1mm), 50meters/roll					
13	30	roll	TAPE, MASKING, width: 48mm (±1mm), 50meters/roll					
14	18	roll	TAPE, PACKAGING, width: 48mm (±1mm), 40meters/roll					
15	48	roll	TAPE, TRANSPARENT, width: 24mm (±1mm), 50meters/roll					

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
16	22	roll	TAPE, TRANSPARENT, width: 48mm (±1mm), 40meters/roll					
17	20	box	CLIP, BACKFOLD, all metal, clamping , 19mm, 12pcs/box					
18	24	box	CLIP, BACKFOLD, all metal, clamping , 25mm, 12pcs/box					
19	32	box	CLIP, BACKFOLD, all metal, clamping , 32mm, 12pcs/box					
20	30	box	CLIP, BACKFOLD, all metal, clamping , 50mm, 12pcs/box					
21	45	pc	CORRECTION TAPE, disposable, length: 8m min.					
22	20	pc	DATA FILE BOX, made of chipboard, with closed ends and hole, size Legal, color Black					
23	9	pc	DATA FOLDER, made of chipboard, taglia lock (Arck File) Legal size, Horizontal, color Black					
24	1	box	ENVELOPE, Documentary, color Brown, size A4, 500pcs/box					
25	1	box	ENVELOPE, Documentary, color Brown, size Legal 10"x15", 500pcs/box					
26	3	box	ENVELOPE, Expanding, Kraft with string & eyelet, size Legal, 100pcs/box					
27	3	box	ENVELOPE, Mailing, with window 70gsm, size 4 1/8" x 9 1/2", 10xx, color White, 500pcs/box					
28	4	set	INDEX DIVIDER, bristol board, size A4, 5 colors per set					
29	4	set	INDEX DIVIDER, bristol board, size Legal, 5 colors per set					
30	1	bundle	FOLDER, fancy with slide, size A4, color Blue, 50pcs/bundle					
31	1	bundle	FOLDER, fancy with slide, size Legal, color Blue, 50pcs/bundle					
32	1	pack	FOLDER, L-type, size A4 clear, 50pcs/pack					
33	1	pack	FOLDER, L-type, size Legal clear, 50pcs/pack					
34	1	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), color White, 100 pcs/box					
35	1	box	FOLDER with tab, size Legal, color Brown, 100pcs/pack					
36	1	pcs	MAGAZINE FILE BOX, size Large, color Red					
37	22	pc	MARKER, Permanent, bullet type, color Black					
38	2	pc	MARKER, Permanent, bullet type, color Red					
39	18	pc	MARKER, Whiteboard, bullet type, color Black					
40	18	pc	MARKER, Whiteboard, bullet type, color Blue					
41	2	pc	MARKER, Whiteboard, bullet type, color Red					
42	43	box	PAPER CLIP, Vinyl/Plastic coated, size 33mm, 100pcs/box					
43	45	box	PAPER CLIP, Vinyl/Plastic coated, Jumbo, size 50mm, 100pcs/box					
44	13	box	PENCIL, Lead/Graphite, with eraser, 12 pcs/box					
45	18	pc	PUNCHER, Paper, with two hole guide, Diameter of Hole: 7mm (approx), Punching capacity: 30 sheets of 70gsm paper					
46	12	pc	STAMP PAD, felt, 60mm x 100mm, Black Ink					
47	18	pair	SCISSORS, symmetrical or asymmetrical, Overall length: 160mm (min), Blade: stainless steel, Handle: rigid plastic/rubber color black					

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				COMPLY	COUNTER OFFER			
48	16	pc	STAPLER, standard type, Staple pusher: metal piece not spring, Load cap: 200 staples min					
49	1	unit	STAPLER, Binder type, Material: Metal, Color: Silver, Capacity: 210 sheets of 80gsm paper, 7-70mm adjustable stapling margin					
50	3	pc	STAPLE remover, plier type, Material: Metal					
51	12	pc	TAPE DISPENSER, table top, Body made: Plastic, Holds rolls up to 24mm wide on 75mm core, Non-skid full rubber base, color Blue					
52	80	pad	NOTE PAD, stick on, 2"x3", color Yellow, 100sheet/pad					
53	80	pad	NOTE PAD, stick on, 3"x4", color Yellow, 100sheet/pad					
54	80	pad	NOTE PAD, stick on, 3"x3", color Yellow, 100sheet/pad					
55	2	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min, color Blue					
56	3	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min, color Blue					
57	1	roll	TWINE, plastic, 1 kilo per roll					
58	2	pc	ERASER, felt, for blackboard/whiteboard, Size: (L x W x T) (min.) ; 125mm x 45mm x 19mm					
59	4	box	FASTENER, metal, non-sharp edge, 70mm between prongs, 50sets/box					
60	3	bundle	Ring Binder, Plastic, 1-1/4" (32mm), 80 rings, color Black, 10pcs/bundle					
61	10	bundle	LOOSELEAF COVER, 50sets/bundle					
62	14	roll	THERMAL PAPER, 216mm x 30mm, 55gsm					
63	58	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls/pack					

\*\*\*\*\*Nothing Follows\*\*\*\*\*

Note: Kindly indicate unit price per item.

Counter offers:

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

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